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ABSTRACT

This manual is designed to assist public libraries in Utah in their use of the Internet. Many of the examples used were created specifically to explain the use of products that the Utah Library Network provides for public libraries in Utah. The introduction provides background history and general information about the Internet and general instruction on the use of the manual. In the main body of the manual, instructions for accessing, directions for use, and examples are given for the following resources and services: OPACS (Online Public Access Catalogs), LIBS (Internet Access Software), CARL (Colorado Alliance of Research Libraries), Library of Congress, and FirstSearch WorldCat; E-mail and Interlibrary Loan; Indexes: FirstSearch, CARL Uncover, Wilsonline, and Vista; Listservs; Gopher Sites; Veronica; WAIS (Wide Area Information Server); Deseret News; Archie; Anonymous FTP (File Transfer Protocol); and WWW (World Wide Web). Reproductions of computer screens within each resource are provided for illustration. Four appendices include a 13-item bibliography, public catalog internet addresses, Archie telnet site addresses, and the Library Bill of Rights.(MAS)

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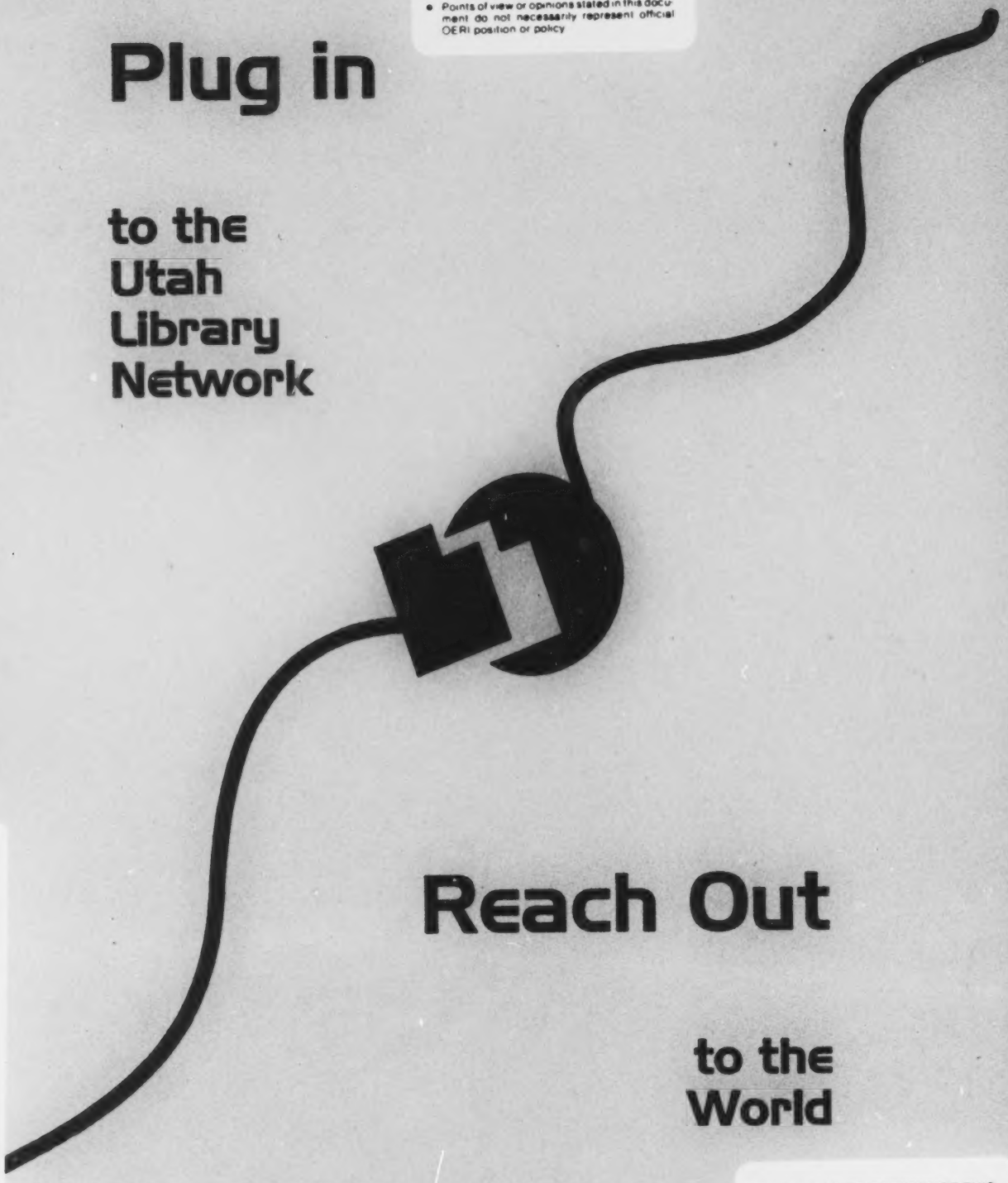
Plug in

to the Utah Library Network



Reach Out

to the World

1994

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Plug in to the Utah Library Network, Reach out to the World

Utah Library Network and Internet Training Handbook

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UTAH STATE LIBRARY DIVISION

Department of Community and Economic Development

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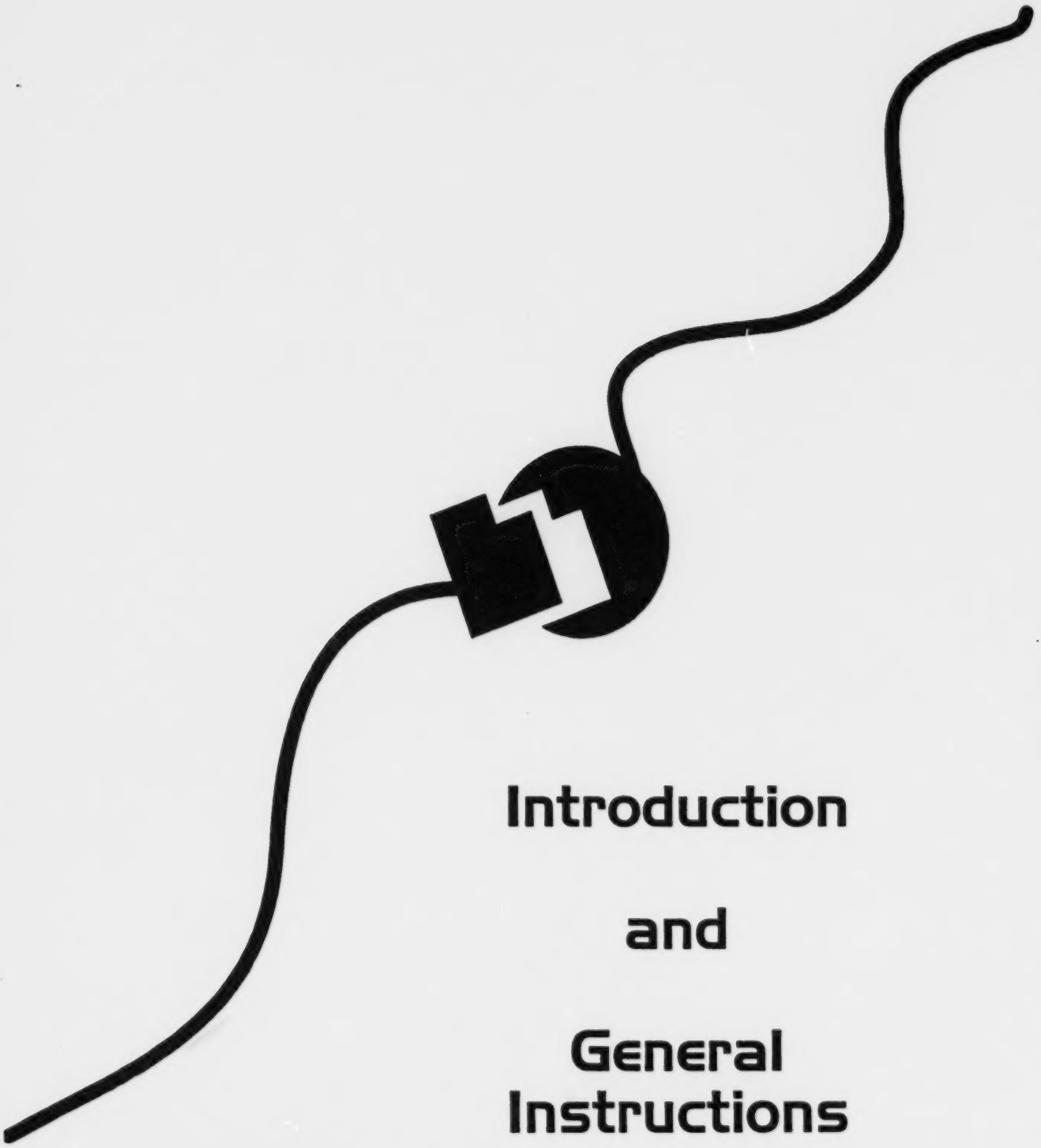
Preface and Acknowledgements

This manual is designed to assist Public Libraries in the State of Utah in their use of the Internet. Many of the examples used are designed specifically to explain the use of products that the ***Utah Library Network*** provides for public libraries in Utah. If you are not affiliated with a public library in Utah, you may or may not have these products available. If you do have the products, you may be using a different gateway, so your screens may not look the same.

Some of the **telnet** addresses which are used may be restricted to users in Utah. If you are not in the state of Utah, you will not have access to those addresses.

We would like to thank the following people for their assistance in compiling this manual: the Deseret News for their assistance with the Deseret News section; MicroSystems for their assistance with the World Wide Web section; and the Salt Lake City Public Library for the use of the cover logo.



Introduction

and

General Instructions

Revised August. 1994

Introduction and General Instructions

Introduction

What is the Internet?

The Internet is an international superhighway. The term "Internet" has been used to refer to the physical wire connecting computers and other devices together so that computers of all kinds can share services and communicate directly with one another. The term has also been used to refer to the many types of information resources that can be accessed via these connections. This interconnectivity provides for access to many communication and information services. It is important to realize that the services tend to change over time. New ones pop up, old ones tend to go away, and others seem to adapt and improve. This means that Internet users have access to a wide variety of information sources by several means. Thus, Internet connections are at first more difficult to set up, learn, and use, but provide more variety at a lower overall cost than typical menu driven dial up services providing a limited range of resources at higher cost.

What does this mean?

Nobody "owns" the Internet. While there are some resources that can be accessed via the Internet which are commercial services which you have to pay for to use (such as OCLC's FirstSearch), many resources are free. For example, Dixie College makes information available on the Internet. They, in essence, share their information with the global community. They, in turn, can access information from the Goddard Space Flight Center, which also accesses information from the global community. These institutions do not charge for their information.

So, what am I paying for?

The Internet is not a commercial service. Even though you may be paying for Internet access through a provider, what you are paying for is the use of the provider's telephone lines to connect to the provider's computer hardware and

software which links you to other Internet users. This is the same as paying bus fare that allows you access to public transportation or for a car that allows you to drive on public highways.

Who pays for it?

There is no central organization for the Internet. Each provider pays for its own part. The NSF (National Science Foundation) pays for NSFNET. NASA (National Aeronautics and Space Administration) pays for the NASA Science Internet. Each university pays for its campus network. The network providers can then get together and decide how to connect themselves and fund the connections. A provider, whether educational, governmental, or commercial, then pays for their connection to some regional network, which in turn pays a national provider for its access. Telephone companies provide most of the long-distance interconnections. Telephone companies in each country run parts of the system.

Who's in charge?

The Internet is nothing more than an interconnected group of organizations and telecommunication links throughout the world. There is no parent organization and no organizational rules other than the TCP/IP protocol guidelines for software specifications. There is no censorship. The Internet is a true democracy in which all participants work on an equal basis, and that is why there are so many diverse resources.

What do I do if someone is offended by what they find on the Internet?

The best part of the Internet is its diversity. If someone is offended by another person's or organization's opinions, beliefs, tastes, etc., that they find on the Internet, they can just ignore the material that they find to be offensive. After all, other people may be offended by their opinions, beliefs, tastes, etc. Just as tolerance and diversity are the hallmarks of a democracy, so tolerance and diversity are an integral part of the Internet. As Harley Hahn and Rick Stout so aptly put it in their book ***The Internet Yellow Pages***, "Indeed, if there is one Internet Golden Rule, it is: **Censor yourself, not others**."

Should children use the Internet?

Many parents will be eager and excited that their children will have the opportunity to use this wonderful new educational resource. Visiting the Internet is like visiting a book store. You and your family can go to the children's book section and look for ***Charlotte's Web***, or you can look for ***The Zen of Sex***. Just as concerned parents monitor what their children look for and/or purchase in a book store, so they should monitor their children's use of the Internet. (For more detailed information, see Appendix D.)

So...join us on the Internet Highway!

General Instructions

These are some general instructions for using this manual and completing the exercises detailed within it.

Information will appear in this type font.

Instructions (i.e. things you have to do) will appear
in this type font, with what you must type in **bold letters**.

< > around a word indicates a name of a key which you must press.
Press **<Enter>** means to press the key marked "Enter".

Some screens will tell you to use the <Return> key. That is the same as the <Enter> key.

Type **some word, phrase or list of characters** means that you type what is in bold exactly as it appears. Be careful to include spaces only if they are in the example. Use capital and small letters exactly as they appear.

When the **"word or phrase"** appears in quotes, type whatever appears on your screen in relation to that word or phrase. For example, your screen lists several magazine articles, with a number ahead of each article. The name of the article would appear in quotes in these instructions, and you would type the corresponding number to access the article.

The <Shift>, <Ctrl or Control>, and <Alt or Alternate> keys are used in combination with other keys. You hold down the first key and then press the second key (i.e. <Alt X> means, "Hold down the Alternate key and press the X key.")

When all else fails, **<Alt X>** will allow you to escape from any screen. However, this may not log you off the database. To verify that you are logged off properly, log back on and then follow normal procedures to log off. Omitting this step ties up a phone line at least; and, at most, can cost considerable money if you are charged for connect time.

On many of the screens you will see today, there will be instructions on how to move around from screen to screen, or menu to menu, to find help, or to get out of the program. In some cases those instructions appear on the first screen, but not later. So you should carefully read your screens and write down the instructions, especially those which indicate how to get out of the program. If you do not log off properly, you may tie up the phone lines so that no one else can log in.

Certain times of the day have heavy traffic over the Internet, which results in slow response time. If your keystrokes do not register immediately, just wait.

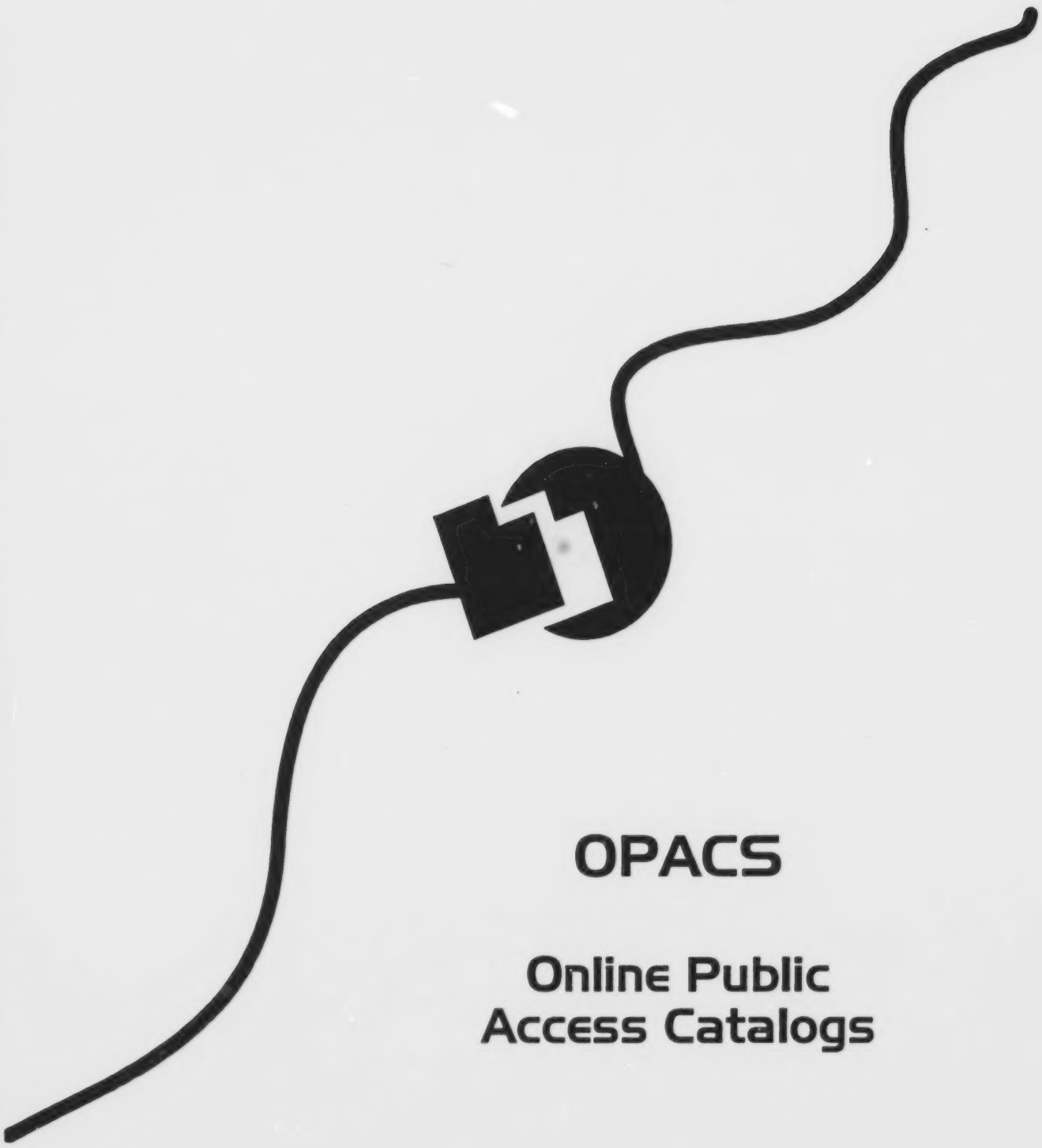
If there are no commands on the screen, you might try:

To move from line to line, or screen to screen (also called a page):

- Arrow keys
- <Enter> or <Return>
- <Space bar>
- n (for next screen)
- f (for move forward a screen)
- b (for move back a screen)

To move back a level or to the previous menu:

- u (for up one level)
- quit



OPACS

Online Public Access Catalogs

Revised August, 1994

OPACS
Online Public Access Catalogs

Over a thousand libraries around the world have card catalogs that you can access via the Internet. You will see the same screens that their patrons see when they come to the library. You can use online catalogs to examine the holdings of other libraries and browse for books by topic for research projects, look for cataloging information, or search for titles. Sometimes the library will have special databases that you can use. Sometimes use of these databases will be restricted to the library's patrons.

The formats of the catalogs and the way you enter and exit the catalogs will vary from library to library. So... if there are special directions for exiting a catalog, write those directions down BEFORE you connect. Generally, the universal exit from an OPAC is **Control]**

Let's look at some different catalogs and ways to access them. Remember, new information is being constantly added and deleted from the Internet. Therefore, the screens that you will see change all the time, sometimes daily. As you look at the examples, remember that your screens will probably not look exactly the same.

LIBS
Internet Access Software

By telneting to the University of Utah you can access university libraries worldwide. Here's an example of how you might access the University of Minnesota's Catalog.

Script for: LIBS
At the telnet> prompt type:

Telnet> **cc.utah.edu**
Press **<Enter>**

At username type: **libs**
Press **<Enter>**

2-3

You will see a screen that looks similar to this:

```
On-line services available through the Internet

1.      United States Library Catalogs
2.      Library Catalogs in other countries
3.      Campus-wide Information Systems
4.      Databases and Information Services
5.      Wide-area Information Access Tools
6.      Information for first-time users of this program

Enter the appropriate number followed by RETURN

Press <return> to exit

Enter the number of your choice:
```

As the University of Minnesota is in the United States, note the number for *United States Library Catalogs*.

Type "**the corresponding number**" and press **<Enter>**

Your next screen should look something like this:

```
Libraries in these states are accessible

      1.  Alabama          2.  Arizona          3.  California
      4.  Colorado         5.  Connecticut      6.  Delaware
      7.  Florida          8.  Georgia          9.  Hawaii
     10.  Idaho           11.  Illinois        12.  Indiana
     13.  Iowa            14.  Kansas          15.  Kentucky
     16.  Maine           17.  Maryland        18.  Massachusetts
     19.  Michigan        20.  Minnesota       21.  Missouri
     22.  Mississippi     23.  Montana         24.  Nebraska
     25.  Nevada          26.  New Hampshire   27.  New Jersey
     28.  New Mexico      29.  New York        30.  North Carolina
     31.  Ohio            32.  Oklahoma        33.  Oregon
     34.  Pennsylvania    35.  Puerto Rico     36.  Rhode Island
     37.  South Carolina  38.  Tennessee       39.  Texas
     40.  Utah            41.  Vermont         42.  Virginia
     43.  Washington      44.  Washington DC   45.  Wisconsin

       Press RETURN alone to see previous menu

       Press Control-C Q <return> to exit at any time

       Enter the number of your choice:
```

We then locate the number for Minnesota and:

Type "**the corresponding number**"and Press **<Enter>**

Again, your screen should look similar to this:

```
Minnesota Libraries:

        1.  Carleton College
        2.  PALS/MSUS
        3.  University of Minnesota

        Press RETURN alone to see previous menu

        Press control-C Q <return> to exit at any time

        Enter the number of your choice:
```

Note what the University of Minnesota number is.

Type **"the corresponding number"** and press **<Enter>**

Ah ha!! you are now attached to the University of Minnesota Libraries Integrated Network Access, and should have a screen something like this:

```
University of Minnesota

Libraries of the University of Minnesota Integrated Network Access--LUMINA
Running NOTIS on an IBM 4381, Lumina has nearly all the current collection
online, and plans are in place to put periodicals and circulation information on
the system next.

Note the following instructions carefully

Once you are connected:

Type 0 <return> (terminal type VT100) when prompted for a terminal type

Press Control-C Q <return> to exit at any time

Do you want to connect now> (Y or N):
```

Type **y** to connect to their online catalog, then press **<Enter>**.

When you want to disconnect:

Press **<Control-C>** then type **Q** and press **<Enter>** to go back to the screen that lists Minnesota Libraries.

Type **<Control-C> Q <Enter>** to go back to the list of states.

Type **<Control-C> Q <Enter>** to go back to the main menu.

Then press **<Enter>** to exit this gopher.

CARL
Colorado Alliance of Research Libraries

Here is an example of how to reach one of our favorite online catalogs. Actually, by going here you can access most of the libraries in the U.S. who are using the CARL system.

One pointer: To backspace when you make an error, try: **<Ctrl H>** Remember, to exit CARL at any time, just type **//exit** and press **<Enter>**.

Let's access the OPAC at the Denver Public Library. You can reach CARL by going through the University of Utah **(cc.utah.edu username: libs)**, or you can telnet there directly like this:

Script for: CARL
At the telnet> prompt type:

Telnet> **pac.carl.org** and press **<Enter>**

Type **pac** and press **<Enter>**

Type **"the number for VT100"** and press **<Enter>**

You should see a CARL Corp. main screen similar to this:

```
                CARL Corporation offers access to the following
                          groups of databases:

          1.    Library Catalogs
                      (including Government Publications)

          2.    Current Article Indexes and Access
                      (including UnCover and ERIC)

          3.    Information Databases
                      (including Encyclopedia)

          4.    Other Library Systems

          5.    Library and System News

     Enter the NUMBER of your choice, and press the <RETURN> key >>
```

If you select **the number for *Library Catalogs***, you will get a selection of libraries, mostly within Colorado, from which to choose. So...

Type **"the corresponding number"** and press **<Enter>**

You now get a screen similar to this, which lists all the CARL libraries.

```
        1. Libraries   2. Articles   3. Information   4. Other Systems   5. News

                                LIBRARY CATALOGS

 6.  Auraria Library                          17.  Regis University
 7.  Colorado School of Mines                 18.  Luther College Network  (IA)
 8.  Univ Colo at Boulder                     19.  Northwest College  (WY)
 9.  Univ Colo health Sciences Center         20.  State Department of Education
10.  Univ Colo Law Library                    21.  Bemis Public Library  (Littleton)
11.  Denver Public Library                    22.  Government Publications
12.  Denver University                        23.  Univ Colo Film/Video - Stadium
13.  Denver University Law Library            24.  CCLINK -- Community Colleges
14.  University of Northern Colorado          25.  MedConnect--Medical Libraries  (CO)
15.  University of Wyoming                    26.  High Plains Regional Libraries
16.  Colorado State University                27.  Teikyo Loretto Hts

  Enter the NUMBER of your choice, and press the <RETURN> key >>
```

To go to the Denver Public Library:

Type **"the Denver Public Library number"** and press **<Enter>**
Type **"the number to Begin a Search..."** and press **Enter>**

And your screen should look similar to this:

```
                        SELECTED DATABASE:  Denver Public Library

                      The computer can find items by NAME or by WORD

                      NAMES can be authors, editors, or names of
                      persons or institutions written about in the book

                      WORDS can be words from the title, or subjects,
                      concepts, ideas, dates etc.

                      You may also BROWSE by TITLE, CALL NUMBER, or SERIES.

                      Enter    N  for  NAME search
                               W  for  WORD search
                               B  to   BROWSE by title, call number, or series
                               S  to   STOP or SWITCH to another database

                      Type the letter for the search you want.
                      and press <RETURN>,  or type  ?  for <HELP>

                        SELECTED DATABASE:  Denver Public Library

    ENTER COMMAND (Use //EXIT to return HOME) >>
```

All of the CARL libraries will have screens that look like the above. To get back to the list of library catalogs:

Type **s** and press **<Enter>**

Now, let's have a quick look at some of the other catalogs available through CARL.

Select **"Other Library Systems"**, and you will get a screen with two options.

Selecting **"CARL Corporations Network Libraries - Eastern U.S."** will get you a selection of libraries in the Eastern U.S. from which to choose.

Selecting **"CARL Corporations Network Libraries - Western U.S."** gives you a selection of libraries in the Western U.S.

Any time you want to get out of one of these catalogs and return to the CARL system, just type:
//exit and press **<Enter>**

To exit CARL, also type:
//exit <Enter>

Library of Congress

This is an unforgiving and often confusing system to search. The screens lock up and give you strange commands. The "help" screens are often less than helpful. If you make a typographical error and find that you can't backspace, try **<Ctrl H>**. However, as bad as it sounds, Library of Congress is a great tool to have if your patron only remembers a word or two in a title, a fictional character (but not the name of the book), a few words in a series title (but not the whole title), etc. If you don't have OCLC Cataloging, or if it is not very accessible to you, you can also search MARC records here and get book prices, ISBN numbers, annotations of children's books, subject headings, dewey decimal numbers, etc.

If you get stuck in the system, press the control key and the] (bracket) key (at the same time) and then type quit. This will bring you back to a screen you recognize so that you can start over.

Also, there are times when the system might bounce you out without warning. Just start over.

Remember, if you get stuck:
Press **<Ctrl>]**
Type **quit**

By now you should realize that when you type in something, or make a selection, you probably have to finish the command by pressing the **<Enter>** key. Therefore, we are going to stop mentioning that at each step, unless you must press **<Enter>** more than once in succession.

Also, we will not be showing a copy of each of the Library of Congress screens, as they are numerous and self-explanatory.

There are two ways to get to the Library of Congress Online Catalog. You can telnet to: **locis.loc.gov** or to:
marvel.loc.gov

We seem to have the best luck with **marvel.loc.gov**, so let's use it today.

Script for: Library of Congress
At the telnet> prompt type:

Telnet> **marvel.loc.gov**

At login type: **gopher** and **<Enter>**
Press **<Enter>** again.

Arrow down to, or type, **"the number for Library of Congress Online Systems"** and press **<Enter>**

Select **"the number for Connect to LOCIS (Public Users-No Password Needed) <TEL>"** and press **<Enter>**

Press **<Enter>** again.

Type **"the number for Library of Congress Catalog" <Enter>**

Type **"the number for Combination of Files 1 and 2 above (LOCI and PREM)" <Enter>**

You will now see a prompt that looks like this:

READY FOR NEW COMMAND:

At this point you have lots and lots of options. What follows are two simple ways to search.

You can browse. To do this, at the READY FOR NEW COMMAND: prompt just type the title of a book (omitting "A", "An", or "The" if they are the first words in the title).

For example, if you want browse for the title *The Firm*, you will type this at the prompt:

READY FOR NEW COMMAND: **firm**

You will then see a screen that looks something like this:

```
ITEMS 1-3 OF 4                SET 4: BRIEF DISPLAY                    FILE: PREM
                                (DESCENDING ORDER)
1.  61-17598: Chamberlain, Neil W.  The firm:  New York, McGraw-Hill, 1962.
        428 p. illus. 24 cm.
        LC CALL NUMBER:  HD31 .C453
2.  a35-1118: (Robert de Bourbon, duke of Parma), 1848-1907.  La bibliotheque
        liturgique Bourbon-Parme.  (Milano, Tip. cav. U. Allegretti di S.
        Allegretti, 1932)  39 p. 18 cm.
        LC CALL NUMBER:  Z7838.L7 R64

3.  91-29543: Grisham, John.  The firm /  Boston, Mass. : G.K. Hall, 1992.  581
        p. ; 24 cm.
        NOT IN LC COLLECTION

NEXT PAGE:        press transmit or enter key
SKIP AHEAD/BACK   type any item# in set              Example--> 25
FULL DISPLAY:     type DISPLAY ITEM plus an item#   Example--> display item 2
READY:
```

The example screen lists items number 1, 2, and 3 of 4. Of course, we want to see the 4th item. So... to see the rest of the records, just press **<Enter>**.

Your next screen should be similar to this:

```
ITEM 4 OF 4                   SET 17: BRIEF DISPLAY                   FILE: LOCI
                                (DESCENDING ORDER)
4.  90-3945: Grisham, John.  The firm /  1st ed.  New York : Doubleday, c1991.
        421 p. ; 24 cm.
        LC CALL NUMBER:  PS3557.R5355 F57 1991

NEXT PAGE:        press transmit or enter key
SKIP AHEAD/BACK   type any item# in set              Example--> 25
FULL DISPLAY:     type DISPLAY ITEM plus an item#   Example--> display item 2
READY:
```

Choose the record you want. Our example will look at Item 4. How do we look at the full record?

Just type:

display item 4 (or the number for your choice)

Now you'll see the full record:

```
90-3945                    ITEM 4 OF 4 IN SET 17                    (LCCC)

Grisham, John.
    The firm / John Grisham.  1st ed.  New York : Doubleday, c1991.  421 p. ; 24
cm.

LC CALL NUMBER: PS3557.R5355 D57 1991

SUBJECTS:
    Government investigators--United States--Fiction.
    Organized crime--United States--Fiction.

DEWEY DEC:  813/.54 dc20

ISBN:  0385416342 : $19.95 ($24.95 Can.)
GEOG. AREA CODE:  n-us---
LCCN:  90-3945 r942
READY FOR NEW COMMAND:
```

Let's try another search. Say that you have a patron who remembers that there are some "Cat Who" books that he thinks he might like to see.

Type this:

READY FOR NEW COMMAND: **cat who**

You find a list of titles alphabetically around "cat who":

```
To choose from list, see examples at bottom.                FILE: X-FILE
Terms alphabetically close to:CAT WHO

B01 Cat walk//(LOCI-2; PREM-1)
B02 Cat walked through the casserole and other poems ///(LOCI-1)
B03 Cat watching//(LOCI-1)
B04 Cat wears a mask//(PREM-1)
B05 Cat wears a noose//(PREM-1)
B06+Cat who ate Danish modern//(LOCI-2)
B07 Cat who came for Christmas//(LOCI-3)
B08 Cat who came in from the cold//(LOCI-1)
B09 Cat who came to breakfast//(LOCI-2)
B10 Cat who conducted with his tail//(LOCI-1)
B11 Cat who could read backwards//(LOCI-1; PREM-1)
B12 Cat who couldn't purr//(PREM-1)

---EXAMPLES: s b6          (SELECTs line b6; creates a SET for each term type)
             f b6-b8/b10   (FINDs b6-b8 and b10; combines sets, displays result)
             r b6          (RETRIEVEs term on b6; searches text in some files)
             r subj-b6     (RETRIEVEs term type specified; e.g., SUBJ,TITL)

    Next page of BROWSE list, press ENTER key.  More info, type HELP BROWSE.
    READY:
```

Your patron says, "The Cat Who Ate Danish Modern" looks like a book I might be interested in."

So... At the READY: prompt, you type:
"the number for that title" (i.e. b06)

And...**SUCCESS!!**

```
ITEMS 1-2 OF 2                SET 1: BRIEF DISPLAY                    FILE: LOCI
                                (DESCENDING ORDER)
1.  90-4807: Braun, Lilian Jackson.  The cat who ate Danish modern / Boston,
        Mass. : G.K. Hall, 1990, c1967.  267 p. (large print) ; 22 cm.
        NOT IN LC COLLECTION
2.  67-11390: Braun Lilian Jackson.  The cat who ate Danish modern.  (1st ed.)
        New York, Dutton, 1967.  192 p. 21 cm.
        LC CALL NUMBER: PZ4.B8247 Cas

NEXT PAGE:        press transmit or enter key

SKIP AHEAD/BACK   type any item# in set              Example--> 25
FULL DISPLAY:     type DISPLAY ITEM plus an item#    Example--> display item 2
READY:
```

Another search: A patron wants to know what book or books Julie Garwood has written.

At the READY: prompt, type:
the author's last name, then a comma, then the first name.
Like this: READY: **garwood, julie**

And you should get a screen listing her book(s).

Now, let's clear out all of our previous searches and start over. To do that:

At the READY: prompt, type **quit**
Type **"the number for Library of Congress Catalog"**
Then type:
"the number for combination of files 1 and 2 above (LOCI and PREM)"

Now we'll search the MARC records. To keyword search the fields:

at the READY FOR NEW COMMAND: prompt, type:
find (the words you want to look for and the fields that they are in).

Here are some hints:

1. Use the 2 or 3 most distinctive words. Avoid common words like *United, History, Includes, Series, Dept, John*, and *single letters or numbers*.

   To look for information on the National Park Service in the Southwest region of the U.S.:

   Type: **find park southwest**

2. Identify the type of keywords in your search by using the abbreviations:

P = personal name	C = corporate name
T = title	S = subject heading
SE = series	N = note

   To find the *Time Life gardening series*,

   Type: **find se time life gardening**

3. Do not use the words *AND, OR,* or *NOT*, except when combining keywords of different types (e.g., author *AND* title, subject *OR* author, etc.)

   To find the title *War and Peace*

   Type: **find t war peace**

   To find Defoe's *Journal of the Plague Year*

   Type: **find p defoe *and* t plague**

So, let's say you have a patron who has a friend who read a mystery that has a character named "Delaware" (they think) in it. Here's what you would type:

READY FOR NEW COMMAND: **find s delaware and mystery**

You will then see this kind of screen:

```
PAGE 1 delaware and mystery
NUMBER OF HITS=7      (FIND)   (MUMS)       SEQUENTIAL RECORDS          1 TO 5
%
1    Delaware, Alex (Fictitious character)--Fiction.
         Kellerman, Jonathan.
              When the bough breaks /    1985
                   LC CALL NUMBER: PS3561.E3865W44 1985                 84-16805
2    Delaware, Alex (Fictitious character)--Fiction.
         Kellerman, Jonathan.
              Blood test /    1986
                   LC CALL NUMBER: PS3561.E3865B5 1986                  85-20020
3    Delaware, Alex (Fictitious character)--Fiction.
         Kellerman, Jonathan.
              Over the edge /    1987
                   LC CALL NUMBER: PS3561.E386509 1987                  86-47936
4    Delaware, Alex (Fictitious character)--Fiction.
         Kellerman, Jonathan.
              Silent partner /    1989
                   LC CALL NUMBER: PS3561.E3865S5 1989                  89-4690
5    Delaware, Alex (Fictitious character)--Fiction.
         Kellerman, Jonathan.
              Time bomb /    1990
                   LC CALL NUMBER: PS3561.E3865T56 1990                 90-349
```

Moving from screen to screen in this mode is very difficult, and you cannot display a record from this screen. So let's reformat the display into the full record screen. To do that:

Type **s1** and press **<Enter>**

Then press **<Enter>** again

Basically, here's what you'll see:

```
ITEMS 1-5 OF 7                SET 2: BRIEF DISPLAY                  FILE: LOCI
                                (DESCENDING ORDER)
1.  94-26175: Kellerman, Jonathan.  Self-defence / New York : Bantam, 1995.
        p. cm. CIP - NOT YET IN LC
2.  93-26678: Kellerman, Jonathan.  Bad love /  New York : Bantam, 1994.  p. cm.
        CIP - NOT YET IN LC
3.  92-18089: Kellerman, Jonathan.  Devil's waltz /  New York : Bantam, 1993.
        416 p. ; cm.
        LC CALL NUMBER: PS3561.E3865 D48 1993
4.  ...
5.  ...
6.  86-47936: Kellerman, Jonathan.  Over the edge /  1st ed.  New York :
        Atheneum, 1987.  373 p. ; 25 cm.
        LC CALL NUMBER: PS3561.E3865 O9 1987

NEXT PAGE:          press transmit or enter key
SKIP AHEAD/BACK:    type any item# in set          Example--> 25
FULL DISPLAY:       type DISPLAY ITEM plus an item#   Example--> display item 2
READY:
```

Now you can type:
display item "number of the item you want to see"

To move from screen to screen:

Type **page pp** to go back, or press **<Enter>** to go forward.

If you find you can't go forward, try typing **page np** in the top left hand corner or at the bottom of the page.

If the system is unkind to you and you can go neither forward nor backward, press **<Ctrl>** and **]**, and then type **quit**.

Here's another example. You have a patron who remembers that he read a book about the holocaust that has the title "black something." Here's what you would type:

READY FOR NEW COMMAND: **find t black and s holocaust**

To find directions on how to do fancy MARC searching:

Go to the main menu screen, which says:
LOCIS: LIBRARY OF CONGRESS INFORMATION SYSTEM

Type **"the number for Searching Hours & Basics"**

Type **"the number for MUMS"**

Press **<Enter>** to see command choices.

Now let's get out of the Library of Congress, and try another OPAC.

Type **quit** and press **<Enter>** to get back to the main menu.

To exit, type **"the number for Comments and Logoff"**
and press **<Enter>**

And then type **"the number To Logoff"**
and press **<Enter>** again.

Then type **q** and press **<Enter>**

FirstSearch WorldCat

This is OCLC's user friendly on-line catalog with over 30 million entries. FirstSearch also has over 40 periodical databases and indexes. It provides easy access to information ranging from general to specific. Searching can be by subject, author, title, keyword and other options.

This is a fee-based system, and libraries must be assigned an authorization code and password. The code and password given to you today should be used only for this class. Your library will be assigned its own code and password which should be used when you return to your library.

At this time we are going to look just at OCLC's world-wide catalog. Later we will be exploring some of the other databases available through FirstSearch.

Script for: FirstSearch
At the telnet> prompt type:

Telnet> **fscat.oclc.org** and Press **<Enter>**

The next screen will ask for your authorization. Type in the one assigned by the instructor.

Type: **"authorization code"** and press **<Enter>**

You will then be asked to enter your password:

Type: **"password"** and press **<Enter>**

When you are connected, your **FirstSearch** screen will look something like this.

```
********          WELCOME TO FIRSTSEARCH !          ********

Use the FirstSearch Catalog to find information--or records--
about books, articles, theses, films, computer software, and
other types of material on the subject you need.

        -- First, select a broad topic area and a database.
        -- Then, type your search.  You can use upper or lower case.
        -- From the List of Records, select a record to view.
        -- To do another search, type S and your search term.

Other actions you can do are listed on each screen.  Just type
the ACTION name or first letter.

                        PRESS ENTER TO CONTINUE
```

Press **<Enter>** to move to the next page (or screen).

The next screen lists all the topic areas represented by the individual databases, or like groups of databases, in FirstSearch. These are broad areas of interest.

```
* * * * * * * * * * * * * * * * Topic Area Selection * * * * * * * * * * * * * * * *

___NO.__TOPIC AREA_____________________________NO.__TOPIC AREA_____________________

  1        Arts and Humanities                  8        General Science
  2        Business and Economics               9        Life Sciences
  3        Conferences and Proceedings          10       Medicine and Health Sciences
  4        Consumer Affairs and People          11       News and Current Events
  5        Education                            12       Public Affairs and Law
  6        Engineering and Technology           13       Social Sciences
  7        General and Reference                14       List of All Databases

HINTS:     Select a topic area . . . . . type topic area number.
           Get help . . . . . type H.
           Get News . . . . . type H NEWS.
           See hours of operation . . . . . type H HOURS.

ACTIONS:   Help  Database  Reset

TOPIC AREA NUMBER (or Action):
```

FirstSearch includes 40+ databases. To view them all:

Type **"the number for List of All Databases"**
Press **<Enter>**

The screen will display a list of 10 databases at a time. The one we want is WorldCat, which is described as "Books and other materials in libraries worldwide." So...

At the DATABASE NUMBER (or Action) prompt:
Type: **"the number for WorldCat"** and Press **<Enter>**
Press **<Enter>** again.

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Your FirstSearch screen should now look something like this.

```
                * * * * * * * * * * * * * * * * Search * * * * * * * * * * * * * * * *

DATABASE:  WorldCat

____SEARCH_____________DESCRIPTION_____________________________________EXAMPLES_____

    Subject            Type the label SU: and a word(s).          su:criticism
                       (Subject headings and titles)              su:Freedom of speech

    Author             Type the label AU: and the author          au:hemingway
                       name or any part of the name.              au:saul bellow

    Title              Type the label TI: and the title           ti:estuary
                       or any word(s) in the title.               ti:love in the asylum

-------------------------------------------------------------------------------

HINTS:       Other ways to search . . . . . type H <database name> LABELS.
             Include plural (s and es) or possessive . . . type + at end of word.
             Return to List of Records screen . . . . . just press Enter.

ACTIONS:     Help   Limit   Database   Wordlist   Reset

SEARCH WORD(S) (or Action):
```

If you type **su**, the system will search for the word, or words, in both the titles and the subjects. So, let's say you are looking for a book about Curious George in which he goes to the circus, but you can't remember the title. You would type:

SEARCH WORD(S) (or Action): **su:curious george circus**
Press **<Enter>**

Approximately 21 choices will appear. Pick the one that you want. For example:

RECORD NUMBER (or Action): **18**
Press **<Enter>**

You will then see the record!

Note: Some records are more than one screen in length, so:
To go forward a screen, type **f** and press **<Enter>**.
To go back a screen, type **b** and press **<Enter>**.
To return to the main screen, just press **<Enter>**.

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At the end of each record you will see something that looks like this:

LIBRARIES: UT uuz UBY UTD UTW UUC

The first two letters tell you that libraries in UT (Utah) have this book. The rest of the symbols tell you which libraries own the book. If the code is in little letters, then the library won't lend the book. If the code is in caps, then the library will lend. So, let's say you want to know who UBY is. Type this:

RECORD NUMBER (or Action): **h uby** <Enter>

The screen will then tell you that this is the code for Brigham Young University and that they are suppliers.

Press **<Enter>** until you see a screen that says "Search Word(s) (or Action):" at the bottom.

If you are not sure if a word (or words) you are searching for is plural, you can type a "+" at the end of the word. Let's say that you are looking for information on turtles in Florida. you might want to type:

SEARCH WORD(S) (or Action): **turtle+ Florida**

Hint: if you type the word "and" (i.e. turtle+ and Florida) you will have to pay for two searches. Without the "and" you just pay for one.

If you are not sure of the spelling of a word or a term, type:

SEARCH WORD(S) (or Action): **w**
Press **<Enter>**

For example, let's look up ENDOCARDIAL. Type:

SEARCH WORD(S) (or Action): **w**
Press **<Enter>**
WORD TO LOOK UP (or Action): **endocardial**
Press **<Enter>**

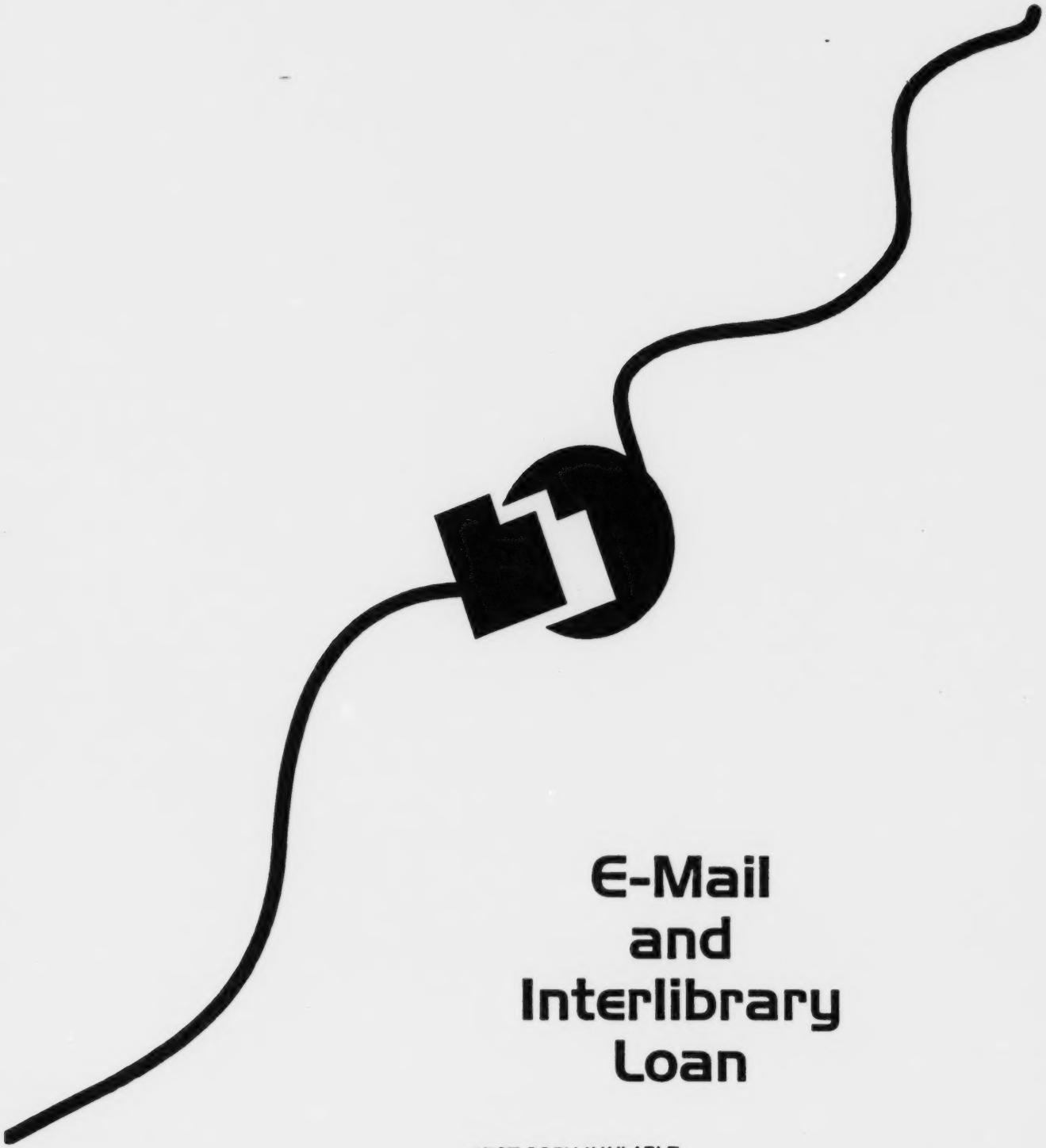
All of the terms or words close to "endocardial" will appear. Locate "endocardial" in the list. The "Count" lets you know how may items there are which use that term. At the time this manual was printed, there were 44 items. To look at a listing of the items:

Type **"the number for endocardial"** and press **<Enter>**

To return to the main menu at any time:

Press **<Enter>** without typing anything.

Let's exit FirstSearch WorldCat now:
Type **bye** and press **<Enter>**



E-Mail and Interlibrary Loan

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Revised August, 1994

E-Mail and Interlibrary Loan

E-Mail

E-Mail (Electronic Mail) is a way to send letters over the Internet. It can be used to communicate with other people or to request information from computers automated to respond to such requests. It allows practically instantaneous communication with any other Internet user ... anywhere in the world.

Each person on the Internet has his or her own unique address. An example would be: **jdoe@utahwired.com**. The part to the left of the @ sign is the person's identification. It can be a person's initials, or their first initial followed by their last name, or maybe a person's first and last name separated by an underscore (_).

The part just to the right of the @ sign is the machine name. In this case it is **utahwired**. However, machine names don't have to be recognizable as company or organization names. They just have to be unique. The machine acts as a post office repository.

A machine name actually has two parts. The first is usually an individual machine (**utahwired**) within an organization and the last part is the organization itself—or, in Internet parlance, a domain. For example, the **.com** lets you know it is a business or commercial organization. An **.edu** means an educational institution. When you address mail to someone, you must include the person's identification, the machine, and the organization, as our example shows.

Some of the features available in E-mail are:

- Receiving mail
- Sending mail
- And attaching a document to a mail message.

Instructions for sending and receiving mail will not be included in this manual as they will differ with the software package you are using.

FirstSearch ILL

The interlibrary loan link function with the Utah State Library will only work for Utah libraries that are not OCLC libraries. Libraries that are members of OCLC can use the link function between their branches. This concept is made possible through block purchases and the assignment of passwords and logins by OCLC.

You telnet into FirstSearch the same way you did for FirstSearch WorldCat.

Telnet: **fscat.oclc.org** and press **<Enter>**
Type: **"authorization code"** and press **<Enter>**
Type: **"password"** and press **<Enter>**

You will be at the **"Welcome to FirstSearch"** screen.

To move on to the Topic area screen, press **<Enter>**

The topic screen will list all the searchable topics, similar to this:

```
* * * * * * * * * * * * * * * * Topic Area Selection * * * * * * * * * * * * * * * *

___NO.__TOPIC AREA_____________________________NO.__TOPIC AREA_____________________

  1   Arts and Humanities                       8   General Science
  2   Business and Economics                    9   Life Sciences
  3   Conferences and Proceedings               10  Medicine and Health Sciences
  4   Consumer Affairs and People               11  News and Current Events
  5   Education                                 12  Public Affairs and Law
  6   Engineering and Technology                13  Social Sciences
  7   General and Reference                     14  List of All Databases
```

We do not want any of the Topics at this time. We need to go into the administrative functions, so:

At prompt type: **admin** and press **<Enter>**

Type: **"your password"**

The Administrative screen looks like this:

```
          * * * * * * * * * * * * * * * Administrative * * * * * * * * * * * * * * *

This account had 455 searches remaining as of this morning.

___NO.____FUNCTION_____________________________________________________________

   1     Change USER password.
   2     Change ADMINISTRATIVE password.
   3     Block/Unblock access to databases.
   4     Display BYE Action on user screens.
   5     Set timed reset to OFF.
   6     Set 5-minute timeout to ON.
   7     Turn ILL access OFF.
```

Although it has nothing to do with interlibrary loan or e-mail, there is one very important piece of information on this screen: the first line after the heading telling how many searches you have remaining in the current block. When you run out of searches, a new block must be purchased.

Back to interlibrary loan.

Note that No. 7 is a toggle switch. If your ILL access is currently off, No. 7 will say "Turn ILL access ON". If your ILL access is currently on, No. 7 will say "Turn ILL access OFF".

Make sure your ILL access is on (screen should read "turn ILL access off".)
If you had to change it, save the change by typing **s**

Now you do your search using the FirstSearch WorldCat instructions (see OPACS).

Press **<Enter>** and the Topic Area Selections will appear.

Let's look for a book on greyhounds.

When you find a item that you want to Interlibrary Loan:

Select **"the corresponding number"**

The order command will appear with other action commands at the bottom of the screen.

Type: **order**

and your Order Document screen appears:

```
          * * * * * * * * * * * * * * * * Order Document * * * * * * * * * * * * * * * *

DOCUMENT:        The Complete book of greyhounds /

     _____NO._DELIVERY METHOD_____________PRICE_____SUPPLIER_____________(Page  I of  1)

         1     InterLibrary Loan    -----    InterLibrary Loan
               ...

Copyright fee and royalty included.  Sales tax and international delivery charges NOT included.
Type H ORDERING for information.
```

Select: **"Interlibrary Loan"**

A series of screens appear that require user's name, library, telephone number, and city. There are considerably more screens but you only need to fill out those four items.

You will then get a final verification screen which looks like this.

```
    * * * * * * * * * * * * * * * * Document ILL: Final Verification * * * * * * * * * * * * * * * *

DOCUMENT: The Complete book of greyhounds /
InterLibrary Loan

____No._____________________________IS THIS PAGE OF YOUR ORDER CORRECT_____________-_____________

   1   Patron Name:        john doe
   2   Street Address 1:   utah state library
   3   Street Address 2:
   4   City:               slc
   5   State/Province:
   6   ZIP/Postal Code:
   7   Phone Number:       654-4321

NOTE: If delivery questions, contact your ILL department


      * * * * * * * * * * * * * * * * * * * * * * NOTICE * * * * * * * * * * * * * * * * * * * * * *

                                  WARNING CONCERNING COPYRIGHT
                                        RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of
photocopies or other reproductions of copyrighted material.

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photocopy or other reproduction.  One of these specified conditions is that the photocopy or
reproduction is not to be used for any purpose other than private study, scholarship, or research.
If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess
of fair use, that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment,
fulfillment of the order would involve violation of copyright law.


SEND ORDER? (Y/N)
```

If the information is correct,
Type: **y**

You will need to enter Y for several screens to complete the transaction. The computer will then return you to the headline list of your current search.

ILL via E-Mail

E-mail is the most frequently used aspect of Internet. If you are a **public library** in Utah, the State Library Division would like to encourage you to use this inexpensive communications concept to order books and articles. You can also use it to order subjects requests. We would also like you to use E-mail to update your OCLC interlibrary loan transactions.

The state Library currently has three E-mail addresses to handle each concept.

Interlibrary Loan	ill@usl.gov	contact: Betti
Subject request	sub@usl.gov	contact: Ref. Staff
Reports	rep@usl.gov	contact: Judy

Reports include OCLC items received, returned, and requests for renewal.

We are in the process of changing our file server and our e-mail address. However, the above addresses will continue to bring you into our e-mail system.

Indexes

Revised August, 1994

Indexes

FirstSearch Databases

As stated before, FirstSearch has over 40 periodical databases and indexes, in addition to WorldCat, which provide easy access to information ranging from general to specific. You enter the same way you did for FirstSearch WorldCat.

Telnet> **fscat.oclc.org**
Type: **"your authorization code"**
Type: **"your password"**
Press **<Enter>** to move to the second screen

The second screen lists all the topic areas or groups of databases in FirstSearch.

```
* * * * * * * * * * * * * * * * Topic Area Selection * * * * * * * * * * * * * * * *

__NO.__TOPIC AREA_____________________________NO.__TOPIC AREA_____________________

    1   Arts and Humanities                     8   General Science
    2   Business and Economics                  9   Life Sciences
    3   Conferences and Proceedings             10  Medicine and Health Sciences
    4   Consumer Affairs and People             11  News and Current Events
    5   Education                               12  Public Affairs and Law
    6   Engineering and Technology              13  Social Sciences
    7   General and Reference                   14  List of All Databases

    ACTIONS:                                    Help  Database  Reset

  TOPIC AREA NUMBER (or Action):
```

FirstSearch includes 40+ databases. To view them all:

Type: **"the number for List of All Databases"**
Press **<Enter>**

The screen will display a list of 10 databases at a time. According to the **HINTS** at the bottom of the screen, you:

Type **<F>** to see more databases
Type **"the database number you want"** to select a database
Press **<Enter>** to return to the Topic Area screen.

The following is a composite of the four pages (screens) of databases available at the time this manual was printed.

```
* * * * * * * * * * * * * * * * * * Database Selection * * * * * * * * * * * * * * * * * *

TOPIC AREA:  List of All Databases

  NO        DATABASE          DESCRIPTION                                    (Page 1 of __)

   1        WorldCat          Books and other materials in libraries worldwide.
   2        ArticleIst        Index of articles from over 8,500 journals.
   3        ContentsIst       Table of contents of more than 8,500 journals.
   4        A&H Search        Arts & Humanities Search.  A citation index.
   5        AGRICOLA          Materials relating to all aspects of agriculture.
   6        ApplSciIndex      Applies science and technology literature.
   7        ArtIndex          Leading publications in the world of the arts.
   8        BioDigest         Non-technical digests in biology, ecology & health.
   9        BiographyInd      Guide to wide range of biographical material.
  10        BiolAgrIndex      Leading publications in agriculture and biology.
  11        BIOSIS/FS         A wide range of bioscience topics.
  12        BookRevDigst      Reviews of fiction and nonfiction books.
  13        BusinessNews      Daily news and information from 350 sources.
  14        BusinessOrgs      Organizations that serve business and industry.
  15        BusPerInd         Popular business magazines.
  16        ConsumerIndx      An index of articles providing consumer information.
  17        Disclosure        Financial reports on publicly owned companies.
  18        EducationInd      Leading publications in the field of education.
  19        Encyclopedia      Concise Columbia electronic Encyclopedia.
  20        EngIndex/FS       Concise Engineering and Technology Index.
  21        ERIC              Journal articles and reports in education.
  22        EventLine         Scheduled conventions, exhibits, etc., worldwide.
  23        FactSearch        Facts and statistics on topics of current interest.
  24        GenSciIndex       Leading general science periodicals.
  25        GPO               U.S. government publications.
  26        HumanitiesIn      An index of articles in the humanities.
  27        INSPEC            The database for physics, electronics and computing.
  28        LibraryLit        Materials on libraries and librarianship.
  29        MDX Health        Digest of medical and health information.
  30        MEDLINE           Abstracted articles from medical journals.
  31        MicrocompAbs      Microcomputer Abstracts.
  32        MLA               Literature, languages, linguistics, folklore.
  33        NewsAbs           Newspaper Abstracts.  From over 25 newspapers.
  34        PAIS Decade       Materials on public affairs (most recent 10 years).
  35        PerAbs            Periodical Abstracts.  From over 1,500+ journals.
  36        PsycFIRST         Psychology abstracts from over 1300 journals.
  37        ReadersGuide      Readers' Guide to Periodical Literature.
  38        ReadGuideAbs      Abstracts of articles from popular magazines.
  39        SocioAbs          Abstracts to articles on all aspects of sociology.
  40        SocSciInd         Guide to the literature of the social sciences.
  41        WilBusAbs         Leading English-language business periodicals.
  42        Worldscope        Financial reports on companies worldwide.

HINTS:      See more databases . . . . . type F or FORWARD.
            Select a database . . . . . type database number or name.
            Return to Topic Area screen . . . . . just press Enter.

ACTIONS:    Help   Forward   Reset

DATABASE NUMBER (or Action):
```


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Let's see if we can find some information about a company called Unocal, formerly Union Oil of California. We could go back to the Topic Area screen and try **Business and Economics**. But, since we have pulled up the full list of databases, let's zero in closer. **Disclosure**, gives financial reports on publicly owned companies. Let's try that one.

Select **"the number for the Disclosure database"**
Press **<Enter>**

A screen containing the following type of information should be displayed.

```
        * * * * * * * *      DISCLOSURE CORPORATE SNAPSHOTS      * * * * * * * *

    COVERAGE:  Corporate and financial information on more than 11,000
    corporations whose shares are traded in the U.S.  Updated weekly.

                    (c) Disclosure Inc., 1994.  All rights reserved.

                                PRESS ENTER TO CONTINUE
```

Press **<Enter>**

This screen lets you search by subject, by company name, or by officers.

```
        * * * * * * * * * * * * * * * * * Search * * * * * * * * * * * * * * * * *

DATABASE:  Disclosure

___SEARCH_____DESCRIPTION_____________________________________EXAMPLES_____

    Subject         Type the label SU: and a word(s).              su:fuels
                    (Company name, description, comments)          su:natural gas

    Co. Name        Type the label CO: and the company             co:agway
                    name or any part of the name.                  co:amerada hess

    Officers        Type the label OF: and the officer's           of:norris
                    name or any part of the name.                  of:charles saul

_____________________________________________________________________________

HINTS:      Other ways to search . . . . . type H <database name> LABELS.
            Include plural (s and es) or possessive . . . type * at end of word.
            Return to Database Selection screen . . . . . just press Enter.

ACTIONS:    Help   Limit   Database   Wordlist   Reset

SEARCH WORD(S) (or Action):
```

At the SEARCH WORD(S) (or Action):
Type: **co:unocal**

You now see a list of companies with the word **unocal** in the name. In this case there was only one record found.

```
          * * * * * * * * * * * * * * List of Records * * * * * * * * * * * * * * *
DATABASE: Disclosure                                                  LIMITED TO:
SEARCH: co:unocal FOUND 1 Records

__No._____COMPANY NAME_____________________________________________STATE_______

    1       UNOCAL CORP                                                CA

HINTS:      View a record . . . . . . . . . . . . . . . . . . type record number.
            Decrease number of records . . . . type L (to limit) or A (to 'and').
            Do a new search . . . . . . . . . . . . . . . . . . type S or SEARCH.

ACTIONS:    Help  Search  And  Limit  Print  Database  Reset

RECORD NUMBER (or Action):
```

Type **1** (for Record No. 1) (If you had found several records, you would have typed the number for the record you wanted.)

Ah ha!! ... You now have a display of the full record for this company. Notice that you are on page 1 of 16. HINTS tells you how to move through the pages.

```
          * * * * * * * * * * * * * Full Record Display * * * * * * * * * * * * *
DATABASE: Disclosure                                                  LIMITED TO:
SEARCH: co:unocal

Record   1 of    1_____________________________________________________(Page  1 of 16)

    Disclosure Company No:    U907500000
                  Company:    UNOCAL CORP
                              1201 WEST FIFTH STREET
                              LOS ANGELES  CA  900171461
          Cross Reference:    WAS UNION OIL CO OF CALIFORNIA
                   Status:    Active
                Telephone:    213-977-7600
Location of Incorporation:    DE

                 Exchange:    NYSTicker symbol:UCL

HINTS:   Forward one page . . type F.     Another record . type record number.
         Return to Record List . . . . . . . . . . . . . . . just press Enter.

ACTIONS:          Help  Search  And  Limit  Print  Forward  Back  Reset

RECORD NUMBER (or Action):
```

At this point you can conduct another company search, select another database, or exit FirstSearch. Look at the list of **Actions** on your screen.

Let's exit the program by typing **BYE**

CARL UnCover

This is a part of the CARL network described earlier in the discussion on OPACS.

Script for: CARL
At the telnet> prompt type:

Telnet> **pac.carl.org**

Enter Choice> **pac**

SELECT LINE #: **"the number for a VT100 terminal"**

Press **<Enter>**

Remember! To get out of the system at any time, type //**exit**

For UnCover:

Type **"the number for Current Article Indexes and Access"** and press **<Enter>**

Type **"the number for UnCover--Article Access"** and press **<Enter>**

When a screen comes up that says "enter your ACCESS PASSWORD":

Press **<Enter>** (no password is necessary at this time)

A screen will appear stating that Access to Uncover is allowed at Open Access Delivery Rates.

Just press **<Enter>**

A screen will come up asking if you have an Uncover User Profile number. You don't, so:

Press **<Enter>** again.

A screen will come up asking if you wish to register.

Press **<Enter>** again.

Now you are finally in UnCover and you'll see a screen that looks like this. Just search the same way you would in CARL.

```
                    Enter    N   for  NAME search
                             W   for  WORD search
                             B   to   BROWSE by journal title
                             QS  for  QUICKSEARCH information
                             S   to   STOP or SWITCH to another database
                    Type the letter for the kind of search you want,
                    and end each line you type by pressing <RETURN>

                             SELECTED DATABASE:  UnCover

          ENTER COMMAND (? FOR HELP) >>
```

To exit UnCover type:

//exit <Enter>

To exit CARL type the same thing.

You can order articles to be faxed to you by marking them (m) and then following the directions on the screen. You will have to pay the price listed for each article. It will be billed to whatever charge card number you put in. You can also set up an account ($100 minimum). If you have a patron who wants to set up an account, or your institution wants to do so, or if you just have questions about how Uncover Document Delivery works, call 1-800-787-7979, or send an email message to uncover@carl.org

Wilsonline

Wilsonline provides access to magazine citations. Nothing is full text, but there are some good abstracts in a number of the databases.

Utah libraries need to contact the State Library Division for login procedures to their current gateway to Wilsonline. Other libraries need to discover their own state's gateway. After you logon to Wilsonline through any gateway, the screens and commands are the same.

So...let's logon to Wilsonline and find something for a patron.

Logon through your gateway.

Your opening screen (after gateway access) should look something like this:

```
                                WELCOME
                          UTAH STATE UNIVERSITY
                            MERRILL LIBRARY

To select a database, type appropriate four letter code, i.e.  OPAC and press
 ENTER.  To return to this menu screen, type  START

                    ...
                    ...
                JOURNAL/PERIODICAL INDEXES [Wilson databases]
    WRGA          POPULAR MAGAZINE INDEX
    WHUM          HUMANITIES & ART INDEXES
    WSCI          AGRICULTURE/BIOLOGY & SCIENCE TECHNOLOGY
    WSOC          BUSINESS/EDUCATION & SOCIAL SCIENCES
-------------------------------------------------------  Page 1 of 1  ------
    HELp              Select a database label from above
                      NEWs  (Library System News)
    Database Selection:
```

Note: this system is user friendly. If you make a error, just backspace and type over it.

Now...back to our patron. Let's say you have someone who is raising ostriches. She likes to keep up with the industry, so she just wants to see what has shown up in the latest periodicals. To help her out, you'll want to go into the Agriculture/Biology & Science Technology database. So...

At Database Selection type: **"the 4-letter code for Agriculture/Biology & Science Technology"** (**wsci** in the example)
Press **<Enter>**

BEST COPY AVAILABLE

Voila! You're in! Now you'll see a screen that looks like this:

```
                                                        AGRICULTURE/BIOLOGY & SC
                                                                  Introduction
--------------------------------------------------------------------------------
                  AGRICULTURE, BIOLOGY & APPLIED TECHNOLOGY

This database (1985 to date) will retrieve article references from 750
scholarly journals in such topics as:  chemistry, computer science, geology,
engineering, environment, mathematics, physics, wildlife, etc.

      SEARCH OPTIONS:              ENTER:

      AUTHOR                       a=falk  PRESS (Enter)
      TITLE                        t=fallacy of averages  PRESS (Enter)
      SUBJECT HEADING              s=microcomputers  PRESS  (Enter)
      KEYWORD                      k=wolves and yellowstone  PRESS  (Enter)

For information on how to search, type EXP followed by the option:  exp t,
exp k, etc.  "Copyright (c) 1983 The H.W. Wilson Company.  All rights reserved."
------------------------------------------------- Page 1 of 1  ---------------
          Enter search command
          NEWs
NEXT COMMAND:
```

Note: Now you can search all kinds of different ways. To get more info on how to search, you can type **exp** followed by the option. For example, for more info on keyword searching you'd type **exp k**. This is what you'll see.

```
                                                        AGRICULTURE/BIOLOGY & SC
                                                                 Explain Keyword
--------------------------------------------------------------------------------
                        WILSON KEYWORD SEARCHING

When you enter a keyword search, all part of the database record are checked
for your search term.  Searching by keyword enables you to retrieve precise
search results.  Use the following keyword search features to refine your
search statement:

        BOOLEAN OPERATOR          k=wordsworth and revolution
        POSITIONAL OPERATOR       k=foreign adj affairs
        SUPERLABEL                k=romanticism.ti.
        FIELD QUALIFIER           k=nature.so.
        TRUNCATION                k=employ?
        NESTING                   k=(linguistics or language) and infants
------------------------------------------------- +  Page 1 of 12  ----------
STArt over                                                  <FB>  FORward page
OTHer options

NEXT COMMAND:
```

O.K...Back to our search. Let's live dangerously and just try a keyword search.

At NEXT COMMAND type: **k=ostriches**

BEST COPY AVAILABLE

Wow, look at all the ostrich articles! If you look at the top of the screen it tells you that 40 entries were found.

```
Search Request:  K=OSTRICHES                              AGRICULTURE/BIOLOGY & SC
Search Results:  40 Entries Found                                   Keyword Index
-------------------------------------------------------------------------------
      DATE   TITLE:                                        AUTHOR:
 1    1994   Aspergillosis in an ostrich                   Marks, Steven L     BA
 2    1994   The eggs and I                                Anderson, Robert    GS
 3    1994   Food selection by ostrich in southern Afri    Milton, Suzanne J.  GS
 4    1994   Food selection by ostrich in southern Afri    Milton, Suzanne J.  BA
 5    1993   Borna disease in ostriches                    Malkinson, M        BA
 6    1993   Field metabolism, water requirements, and     Williams, Joseph B  BA
 7    1993   Field metabolism, water requirements, and     Williams, Joseph B  GS
 8    1993   High mortality associated with megabacteri    Huchzermeyer, F W   BA
 9    1993   Observations on the commercial production      Deeming, D C        BA
10    1993   Observations on the commercial production      Deeming, D C        BA
11    1993   Ostrich chick survival presents challenge     Smith, Carin A      BA
12    1993   A paralytic-like disease of the ostrich (S    Lublin, A           BA
13    1993   Paresis in young ostriches                    Weisman, Y          BA
14    1993   Phylogeographic patterns in mitochrondrial    Freitag, Stefanie   BA
------------------------------------------------ CONTINUED on next page -------------
STArt over                  Type number to display record          <F8>  FORward page
HELp
OTHer options

NEXT COMMAND:
```

The article on Borna disease in ostriches looks riveting, so note the number of that article.

At NEXT COMMAND type: **"the article number"**

Here's what you'll see:

```
Search Request:  K=OSTRICHES                              AGRICULTURE/BIOLOGY & SC
WILSON Record -- 1 of 38 Entries Found                                 Brief View
-------------------------------------------------------------------------------
AUTHOR(S):      Malkinson, M.
                Weisman, Y.
                Ashash, E.
TITLE:          Borna disease in ostriches.

SOURCE:         The Veterinary Record 133:304 Sep 18, '93

SUBJECT DESCRIPTORS:
                Virus diseases--Birds.
                Ostriches.
                Borna disease.

INDEXED IN:     Biology & Agricultural Index
ENTRY MONTH:    9311.

------------------------------------------------ Page 1 of 1 ----------------
STArt over              HOLdings                    <F6> NEXt record
HELp                    LONg View
OTHer options           INDex
Held by library--type HOL for holdings information.
NEXT COMMAND:
```


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O.K., that's a fascinating article, but you want to get back to the list you started out with. So...

At NEXT COMMAND type: **i**

Now you're back to the list of ostrich articles.

We don't know about you, but we're tired of ostriches. So, let's get back to our list of indexes.

At NEXT COMMAND type: **sta**

Let's try another database. A lady is interested in articles about stalkers. She is doing a report for a college class. So, let's go to the Popular Magazine Index and see what we can find.

At Database Selection type: **"the 4-letter code for Popular Magazine Index"**

You'll see a screen that looks like this:

```
                                                        POPULAR MAGAZINE INDEX
                                                                Introduction
--------------------------------------------------------------------------------
                            POPULAR MAGAZINE INDEX

This database (1985 to date) will retrieve article references from 400 popular
magazines (Time, Sports Illustrated, Nation, etc.) on popular topics, such as:
books, consumer issues, current events, films, sports, etc.

        SEARCH OPTIONS:             ENTER:

        AUTHOR                      a=sagan  PRESS (Enter)
        TITLE                       t=journey to the stars  PRESS (Enter)
        SUBJECT HEADING             s=foreign relations  PRESS (Enter)
        KEYWORD                     k=clinton and yeltsin  PRESS (Enter)

For information on how to search, type EXP followed by the option:  exp t,
exp k, etc.  *Copyright (c) 1983 The W.W. Wilson Company. All rights reserved.*
------------------------------------------------- Page 1 of 1 ----------------
                Enter search command
                NEWs

NEXT COMMAND:
```

At NEXT COMMAND type: **s=stalking**

Here's an example of what you'll get:

```
Search Request:  S=STALKING                                    POPULAR MAGAZINE INDEX
Search Results:  27 entries Found                                        Subject Index
-------------------------------------------------------------------------------------
                 STALKING CRIME
          1      BREAKING POINT <1993>  (RG)
          2      BRIEF ROMANCE GROWING FEARS THEN 2 DEATHS <1994>  (RG)
          3      CAN NEW STATE LAWS STOP THE STALKER <1993>  (RG)
          4      DEATH AND FAXES <1993>  (RG)
          5      FANS LONG SUICIDAL OBSESSION WITH ACTRESS SH <1990>  (RG)
          6      FATAL OBSESSION WITH THE STARS <1989>  (RG)
          7      HIDE AND STALK <1993>  (RG)
          8      I LOVE YOU TO DEATH <1992>  (RG)
                 ...
         13      LITTLE CABIN OF HORRORS <1993>  (RG)
         14      MURDEROUS OBSESSION <1992>  (RG)
-------------------------------------------------- CONTINUED on next page ------------------
STArt over                        Type number to display record              <F8>  FORward page
HELp
OTHer options

NEXT COMMAND:
```

Remember, if 15 or more entries are found, you will have more than one screen of articles. The bottom of the screen tells you how to move forward and backward.

The "Can New State Laws Stop the Stalker" article looks interesting. Note its number.

> To see that item, at the NEXT COMMAND type: **"the item number"**

Here's what you'll see:

```
Search Request:  S=STALKING                                    POPULAR MAGAZINE INDEX
WILSON Record -- 3 of 27 Entries Found                                    Brief View
-------------------------------------------------------------------------------------

AUTHOR(S):       Furio, Joanne.
TITLE:           Can new state laws stop the stalker?

SOURCE:          Ms 3:90-1 Jan/Feb '93

SPECIAL FEATURES:
                 IL.

ABSTRACT:        Since 1990, 29 states have adopted antistalking laws, and 5
                   more are expected to join them soon.  These laws have been
                   hailed as effective deterrents to domestic violence. and
                   they have sent some of the worst offenders to prison, but
                   women's advocates warn that they are not enough to solve the
                   problem of domestic abuse.  Some of the laws offer
                   protection only if the stalker terrorizes someone repeatedly
-------------------------------------------------- Page 1 of 2 -------------
STArt over                        HOLdings                    <F6>  NEXt record
HELp                              LONg view                <F5>  PREvious record
OTHer options                     INDex

NEXT COMMAND:
```


BEST COPY AVAILABLE

To get back to the list of articles, at the NEXT COMMAND type: i

To get back to the list of databases at NEXT COMMAND type: sta

Tired of Wilsonline?

At Database Selection type: **stop**

You're out!

Vista

UMI, IAC, and Wilson are among the products currently available on Vista. However, this can change quickly, so pay close attention to the screens in case databases have been added or deleted.

So, let's go Vista-ing!

Script for: Vista
At the telnet> prompt type:

Telnet> **"vista address"** (Utah libraries check with the State Library Division)

Press **<Enter>**

At login type: **"your code"**
(**Note**—this MUST be typed in lower case)

Press **<Enter>** Press **<Enter>** again

You're in! You will see a screen that looks something like this **(Be aware that the Vista screens change frequently)**:

```
                                DYNIX VISTA

                              ** MAIN MENU **

                        Welcome to VISTA Trial Access
                      These menus are a sampling of VISTA's
                    rapidly-growing services, arranged by category.

                              1.  Business Searches
                              2.  General Periodical Searches
                              3.  References Databases
                              4.  Newspaper Index Searches
                              5.  Specialized Periodical Indexes
                              6.  Logoff

      Enter your selection(s) and press <Return> :
    Commands:  S = Shortcut on, BB = Bulletin Board, ? = Help
```

Find the entry for "General Periodical Searches"
and type **"the corresponding number"** and press **<Enter>**

Here's your next screen:

```
                        Utah State Libraries
                        VISTA TRIAL ACCESS

                Welcome to the General Periodical Databases.
                    *  Indicates FULL TEXT is available.
                    +  Indicates FULL TEXT is planned.
                        Available search options:

                    1.  *Academic Abstract              EBSCO
                    2.  *Magazine Articles Summaries    EBSCO
                    3.  *Expanded Academic Index        IAC
                    4.  *Magazine ASAP                  IAC
                    5.  +Periodical Abs. Library        UMI
                    6.  +Periodical Abstracts II        UMI
                    7.  Readers Guide w/Abstracts       WILSON
                    8.  Return to MAIN MENU
                    9.  Logoff

        Enter your selection(s) and press <Return> :
      Commands:  S = Shortcut on, BB = Bulletin Board, ? = Help
```

Note: If you make a mistake in typing, try **<Ctrl H>** to backspace.

O.K., let's find the entry for Periodicals Abstracts II

Type **"the corresponding number"** and press **<Enter>**

You'll see a screen that looks similar to this:

```
                        Utah State Libraries
                        VISTA TRIAL ACCESS

                Periodical Abstracts Research II (UMI)

            This database is rebuilding, but is searchable.

                Select the type of search you wish to use.

                    1.  General Words
                    2.  Name List
                    3.  Subject List
                    4.  Return to GENERAL PERIODICAL MENU
                    5.  Return to MAIN MENU
                    6.  Logoff

        Enter your selection(s) and press <Return>:
      Commands:  S = Shortcut on, BB = Bulletin Board, ? = Help
```


BEST COPY AVAILABLE

O.K., let's say you have a patron who is doing a report on sex discrimination in schools. We'll try to find something doing a General Words Search.

Type **"the number for General Words"** and press **<Enter>**

You'll see a screen something like this:

```
                              Utah State Libraries
                              VISTA TRIAL ACCESS

          ---------------Periodicals Abstracts II General Words Search-------------
          Search for articles using keywords from the subject and title
          fields.  "FT" means full text is available for an article.  Articles
          may also be available at your library or through interlibrary loan.

                                 *******HELPFUL HINTS******
          Examples:  rain forest = rain AND forest
                     (rain forest) = rain OR forest
                     rain? = rain, rainbow, raincoat, etc.
       ------------------------------------------------------------------------------

          Enter Periodical Abstracts II General Words Search:
       Commands:  SO = Start Over, B = Back, ? = Help
```

At the Enter Periodical Abstracts II General Words Search prompt type: **sex discrimination**

It will search. A screen will come up that says "Processing Search". Numbers will appear and change before your very eyes. Be patient! Eventually, in the bottom right hand part of the screen where it says "Total matches:" the number will quit changing, and your search is done!

Generally, this is how the screen will read:

```
          1205 Titles found.
          Enter more words to narrow search or press <Return> to Display results.
          Enter additional Periodical Abstracts II General Words Search:
          Commands:  SO = Start Over, B = Back, <Return> = Display, ? = Help
```

We think we need to narrow our search. So...

at the Enter additional Periodical Abstracts II General Words Search prompt type: **schools**

BEST COPY AVAILABLE

The machine will think again and you will come up with a screen that looks similar to this:

```
                              Utah State Libraries
                               VISTA TRIAL ACCESS

          Your Search:  SEX DISCRIMINATION & SCHOOLS

          TITLE/JOURNAL truncated)                                  Full Text
          1.  Bully for Them.                                         *FT*
                    Spectator                          Dec 15, 1990, v265n8475, p
          2.  Reviews:
                    Journal of School Health            August 1991, v61n8475, p
          3.  Judge Halts Detroit's All-Male Schools Pl               *FT*
                    Jet                                Sept 2, 1991, v80n20, p.22

     etc. etc. you get the idea......
```

O.K., we don't see anything on this page that we like, so let's move through the screens until we find something we like.

Just press **<Enter>** to move through the screens.

The article titled "...And, Ladies of the Club" looks interesting. It can be found in JAMA, and is also full text. So....

At the Enter an item number for more detail prompt:
Type: **"the number for that article"** and press **<Enter>**

Here's what will come up...

```
                              Utah State Libraries
                               VISTA TRIAL ACCESS

JOURNAL          JAMA:  The Journal of the American Medical Association
                 Feb 5, 1992, v267n5, p. 740-747 (2 pages)

AUTHOR           1) Conley, Frances K.
                 2) Korn, David

TITLE            ...And, Ladies of the Club--Comment/Reply.

TYPE             Availability: UMIACH1161.00
                 Article Length:  Medium (10-30 col inches).
                 Article Type:  Commentary

SUBJECTS         1) Stanford University School of Medicine

                          - - - - More on Next Screen - - - -
 Choose a command :
Commands:  SO = Start Over, B = Back, FT = Full Text, SB = Save bib,
 <Return> = Next Screen
```


BEST COPY AVAILABLE

To see the abstract, just press **<Enter>** again

Here's what you'll see:

```
                                Utah State Libraries
                                VISTA TRIAL ACCESS

          2) Sex discrimination
          3) Medical schools

ABSTRACT  A faculty member of the Stanford University School of Medicine
          comments on the discrimination she experienced as a woman when
          she didn't receive a permanent position as chairman of the
          neurosurgery department.  The dean of Stanford responds that
          they are responding to her concerns about gender discrimination.

ISSN 0098-7484

                              - - - - End of Title Info - - - -

 Choose a command :
Commands:  SO = Start Over, B = Back, FT = Full Text, SB = Save Bib,
 F = First Screen
```

I think we want to get this full text. So...

Type **ft** and press **<Enter>**

A screen will appear saying that your article will be delivered in 20 minutes, and to see the reference desk to receive your document. The latter statement, of course, is for the benefit of your patron.

At the Enter Your Name prompt
type: **(Your patron's name)** and press **<Enter>**

Another screen will now appear that says the article has 2 pages. It will also ask you to:

Enter range of pages to print (#-#) <CR=All>:

At this point DON'T TYPE ANYTHING IF YOU WANT THE ENTIRE DOCUMENT. Just press **<Enter>**

When a screen shows up asking for a screen location:

If your library is listed, type **"the corresponding number"** and press **<Enter>**

If your library is not listed, choose the FAX delivery option.

Type in your whole FAX number such as: **1-801-111-2222**
Press **<Enter>** to continue.

Type **SO** to Start Over, and you can do another search!

To quit, just return to a main menu and choose "logoff".

Listservs

Revised July, 1994

Listservs

Listservs are programs that act as message switches for e-mail on specific subjects. When you subscribe, you are added to a mailing list on a topic of interest to you. You'll receive all of the messages sent to the list. You can reply to a message if you want, ask a question of your own, or start a discussion. All of the subscribers to the list (sometimes hundreds of people!) will see your message. They then have the opportunity to respond to your message. Once you have subscribed, you will receive a message from the Listserv. It will tell you how to send messages, unsubscribe, etc. Save this information for future reference.

Here are just a few of the many listservs of interest to public librarians.

PUBLIB is a discussion list concerned with all aspects of public libraries. Issues examined include Internet connectivity, administration, resources of interest to public librarians (online, print, video, other), intellectual freedom concerns, new technologies for public librarians, and more.

To subscribe to PUBLIB send a message to LISTSERV@nysernet.org.
Leave the subject line blank.
In the body of the message say: subscribe PUBLIB "your full name here"

For example:

To: **LISTSERV@nysernet.org**
Subject:
Message: **subscribe PUBLIB John Doe**

STUMPERS-L is a discussion group for requesting assistance with tough reference questions; questions which have you "stumped". To subscribe to STUMPERS-L send the listserver a message that looks like this:

To: **listserv@crf.cuis.edu**
Subject:
Message: **SUBSCRIBE STUMPERS-L Jimmy Jones**

LIBREF-L is a discussion of the changing environment of library reference services and activities. Topics include traditional reference services, patron expectations, and staff training, as well as the impact of CD-ROM and online searching on reference service. To subscribe send a message in this format:

To: **LISTSERV@kentvm.kent.edu**
Subject:
Message: **SUB LIBREF-L yourfirstname yourlastname**

COLLDV-L stands for Library Collection Development LISTSERV. Topics vary widely but include access/ownership issues and information on collection assessment, planning, policy, and management. To subscribe to COLLDV-L your message to the listserver should look like this:

To: **LISTSERV@VM.USC.EDU**
Subject:
Message: **SUBSCRIBE COLLDV-L firstname lastname**

PUBYAC is a discussion group that focuses on Library Services to Children and Young Adults in Public Libraries. To subscribe to PUBYAC, send a message that looks like this:

To: **LISTSERV@nysernet.org**
Subject:
Message: **subscribe PUBYAC firstname lastname**

TSRT-L is a listserv from our own ULA Technical Services Roundtable. TSRT-L is meant to be a resource for procedural and technical questions and a discussion group for issues affecting technical services, cataloging, etc. To subscribe to TSRT-L, send a message in the following format:

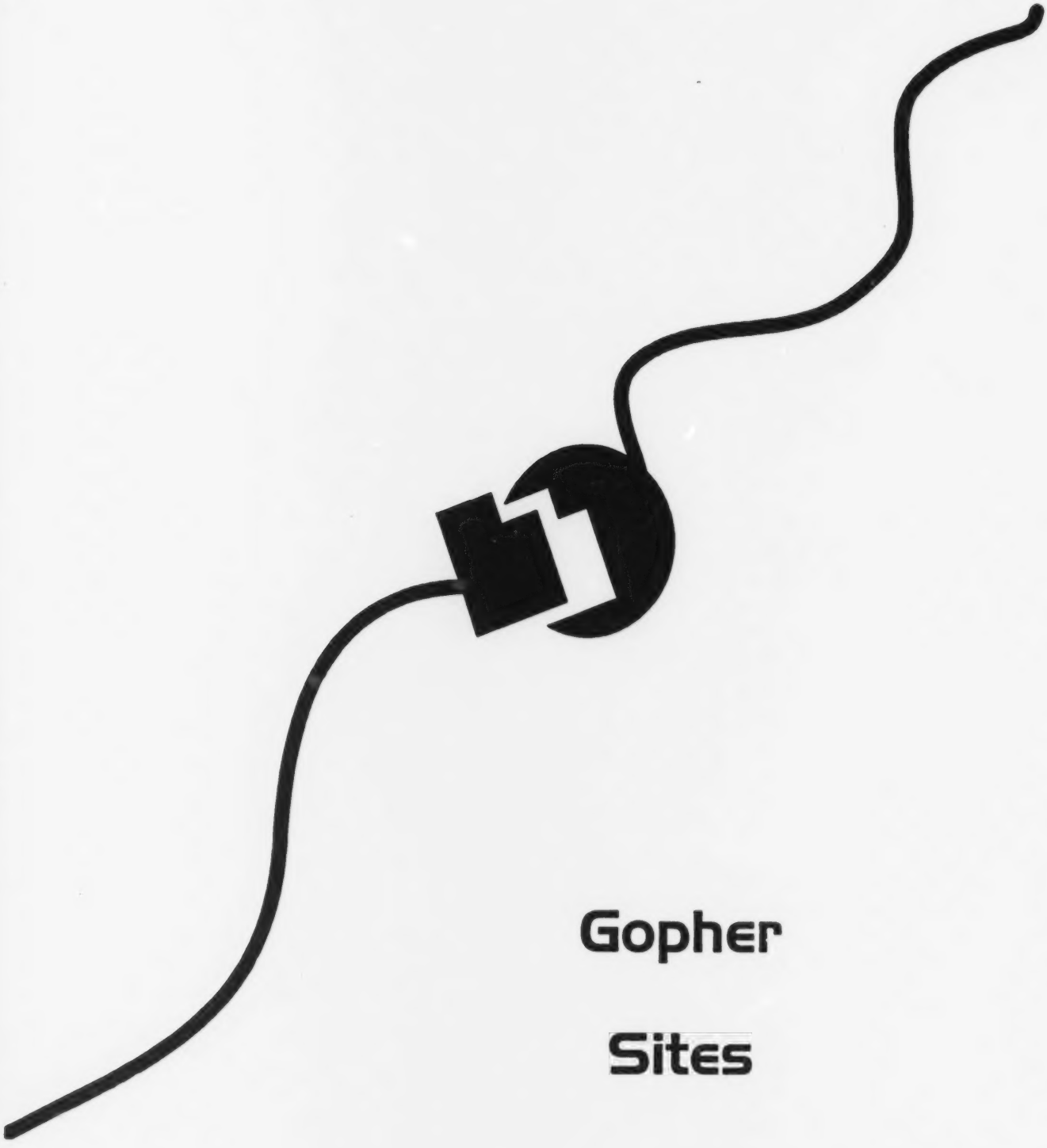
To: **Maiser@lists.lib.utah.edu**
Subject:
Message: **subscribe TSRT-L your e-mail address**

Here are some hints for using listservs.

1. Check your mail frequently (daily, every other day). Messages can easily add up to an unbelievable number. If you are going away for a few days, you can unsubscribe or set to "No Mail." Check the directions you will receive when you subscribe.

2. Do keep your subscription directions when you subscribe. it is very useful regarding how to post messages, who to contact, etc.

3. Remember ... if you subscribe to something you don't like, you can easily unsubscribe!



Gopher

Sites

Revised August, 1994

Gopher Sites

Connections called *Gopbers* number in the thousands and are typically headquartered at universities, civic agencies and various other sites. These "gophers" can be accessed via the computer and provide many different resources useful in reference work. Keep in mind that as information is added or deleted from databases, the screens you see on the computer may be different than those in the manual.

We'll look at four different gopher sites and how to use them. First, a gopher at a university site.

Gopher at University of Michigan

Script for: University of Michigan Gopher
At the telnet prompt type:

Telnet> **vienna.hh.lib.umich.edu**
at login type: **mlink**

This is the screen you'll see:

```
                    Internet Gopher Information Client v1.02

                    Root gopher server: vienna.hh.lib.umich.edu

 1.     About Go M-Link SEE SPECIAL ALERT!!/
 2.     Business and Economics/
 3.     Computers and Technology/
 4.     Education/
 5.     Environment/
 6.     Government and Politics/
 7.     Health and Nutrition/
 8.     Humanities/
 9.     Journals/
 10.    Keyword search of menu titles in go M-Link <?>
 11.    Libraries and Librarianship/
 12.    Michigan/
 13.    News & Entertainment/
 14.    Science/
 15.    Social Services/
 16.    Statistics/
 17.    The Internet/
 18.    Weather Forecasts/

Press ? for Help, q to Quit, u to go up a menu
±vienna.hh.lib.
```

6-3

From the above menu you can select the subject you want and begin your search.

(To move down a screen press **<Space Bar>**, to move back press **<b>**.)

For example...let's suppose someone wants to know the population of Iowa, North Dakota and Nebraska. You can find the information in the 1990 census. But if your library doesn't have the paper copy of the census or it's lost or in use, you can find it in this gopher site.

From the above main menu, you can select **Business and Economics**, which has the 1990 census.

Use the arrow keys to bring the cursor down to the correct number for **Business and Economics** and press **<Enter>**

or

Type **"the number for Business and Economics"** and press **<Enter>**.

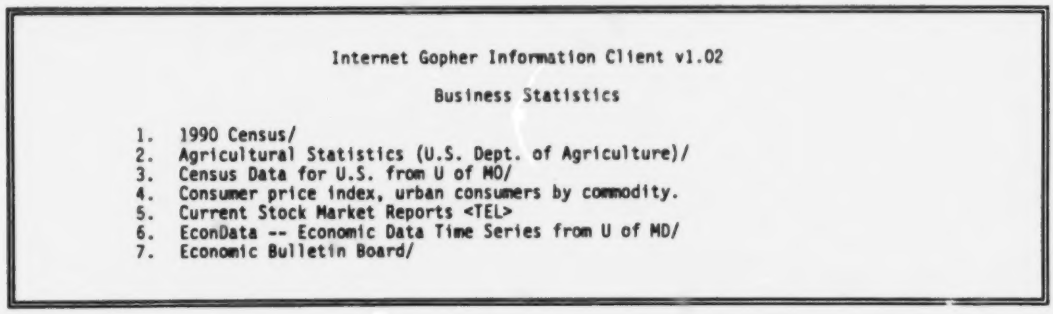
And you'll see a screen like this:

```
                    Internet Gopher Information Client v1.02

                                Business and Economics

 1.  Business Gophers/
 2.  Business Journals from CICNet/
 3.  Business Sources on the Net (bibliographies)/
 4.  Business Statistics/
 5.  Catalog of Federal Domestic Assistance/
 6.  Defense Conversion and Reinvestment/
 7.  EDGAR SEC Filings/
```

Choose **Business Statistics/** (use the arrow keys or type in the number)

Press **<Enter>**

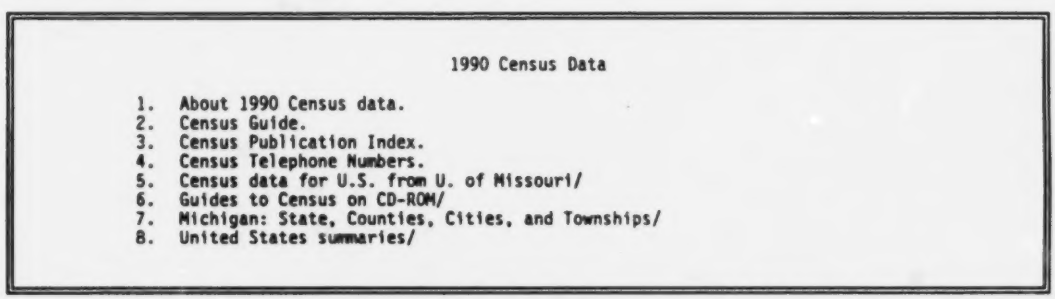
The next screen should look similar to this.


Internet Gopher Information Client v1.02
Business Statistics
1. 1990 Census/
2. Agricultural Statistics (U.S. Dept. of Agriculture)/
3. Census Data for U.S. from U of MO/
4. Consumer price index, urban consumers by commodity.
5. Current Stock Market Reports <TEL>
6. EconData -- Economic Data Time Series from U of MD/
7. Economic Bulletin Board/

Choose **1990 Census Data/** (use the arrow keys or type in the number)

Press **<Enter>**

Now you'll see this screen.


1990 Census Data
1. About 1990 Census data.
2. Census Guide.
3. Census Publication Index.
4. Census Telephone Numbers.
5. Census data for U.S. from U. of Missouri/
6. Guides to Census on CD-ROM/
7. Michigan: State, Counties, Cities, and Townships/
8. United States summaries/

This particular menu covers Michigan State census information but also allows access to US census information.

Choose **United States summaries/**

Press **<Enter>**

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You'll see this screen

```
                        United States summaries

    1.  1990 Census population by state -- residential and overseas.
    2.  1990 U.S. age by sex for all persons.
    3.  1990 U.S. selected population and housing data (STF1C).
    4.  1990 U.S. social, economic and housing data (STF3C).
    5.  1990 and 1980 U.S. race and Hispanic origin.
    6.  Detailed Occupation by Sex (sometimes race): United States.
```

Choose **Census population by state -- residential and overseas.**

Press **<Enter>**

And...Ta Dah!!!

```
18.2.18.11.5 - January 8, 1991
TABLE 5--1990 CENSUS POPULATION BY STATE--RESIDENTIAL AND OVERSEAS

                    Final Resident          Overseas          Total
                      Population           Population       Population
                  % of Residential (1)     % of Overseas    % of Total (1)

United States     248,709,873  (100.0%)     922,819  (100.0%)  249,632,692  (100.0%)

Alabama             4,040,587  (1.62%)       22,021  (2.39%)     4,062,608  (1.63%)
Alaska                550,043  (0.22%)        1,904  (0.21%)       551,947  (0.22%)
Arizona             3,665,228  (1.47%)       12,757  (1.38%)     3,677,985  (1.47%)
Arkansas            2,350,725  (0.94%)       11,514  (1.25%)     2,362,239  (0.95%)

California         29,760,021  (11.97%)      79,229  (8.59%)     29,839,250  (11.95%)
Colorado            3,294,394  (1.32%)       13,518  (1.46%)     3,307,912  (1.33%)
Connecticut         3,287,116  (1.32%)        8,553  (0.93%)     3,295,669  (1.32%)

Delaware              666,168  (0.27%)        2,528  (0.27%)       668,696  (0.27%)

Dist.of Columbia      606,900  (0.24%)        3,009  (0.33%)       609,909  (0.24%)

--More--(23%) [Press space to continue, 'q' to quit.]

±vienna.hh.lib.
```

You'll be able to find the population for North Dakota, Iowa and Nebraska here.

Notice "**--More--**" at the bottom of the screen. You are only seeing the first 23% of your information. **<Space Bar>** will move you through the screens.

Gopher at the Maryland State Library

Gopher sites cover a huge array of subjects, some very specific and technical, others ideal for use in ready reference searching. The next gopher site is located at the Maryland State Library.

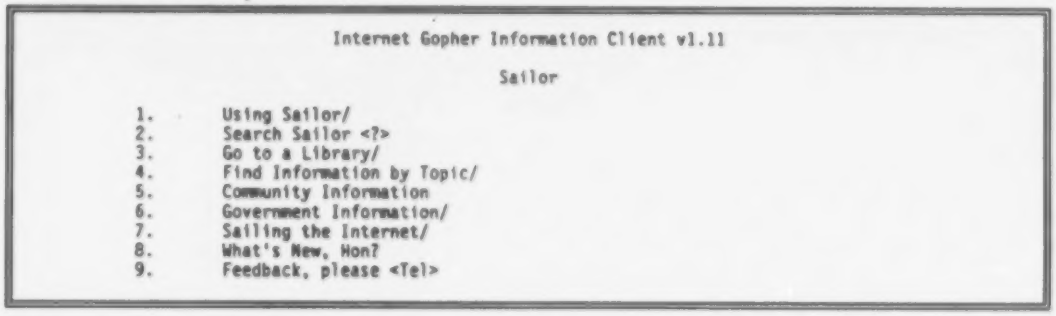
Maryland's gopher (known as Sailor) has a unique feature in that it is key word searchable. This means that, in addition to various menu picks, one can choose a "searchable" selection.

Let's try it.

Script for: Maryland State Library Gopher
At the telnet prompt type:

Telnet>**192.188.199.5** or **sailor.lib.md.us**
Login: **gopher**
Terminal type: **VT100**

This is the screen you'll see.



From this menu you can select "Search Sailor <?>" and type in the key words for the subject you'd like to see.

Let's say someone wants the address to the Secretary of Health and Human Services. You can search for it in Sailor.

From the main menu, select **Search Sailor <?>**
Press **<Enter>**

This is what you'll see:

```
Words to search for
```

Type: **executive** (to list everything with the keyword of "executive")

And you'll find...

```
                    Internet Gopher Information Client v2.0.16

                            Search Sailor: executive

1.  Executive Summary
2.  Executive Summary
3.  Executive Summary
4.  Executive Branch (White House and Departments)
5.  Executive Department
6.  Office of the Executive Director/
```

Now choose **Executive Branch (White House and Departments)**

And you're one step closer!

```
                              US GOVERNMENT ADDRESSES

The White House
*** ***** *****
President Bill Clinton
1600 Pennsylvania Avenue, NW
Washington, DC 20500

(202) 456-1414   Switchboard
(202) 456-1111   Comment line
(202) 456-2883   FAX 1
(202) 456-2461   FAX 2
75300.3115Acompuserve.com  EMail
```

Now, use the **<Space Bar>** to move down until you find:

```
        Carol M. Browner
        Environmental Protection Agency
        401 M Street, SW
        Washington, DC 20460

        (202) 260-2080
        (202) 260-6257   FAX

    HHS
    ---
        Donna Shalala
        Department of Health and Human Services
        200 Independence Avenue, SW
        Washington, DC 20201

        (202) 690-6867
        (202) 690-6608   FAX

    HUD
    ---
        Henry G. Cisneros
        Department of Housing and Urban Development
        --More (58%) [Press space to continue, 'b' to backup, 'q' to quit
```

There...you found it!

Now try some other topics.

> Press **<u>** to exit out of each screen until you reach the main menu.
>
> Select **Search Sailor**

Try finding information on the Periodic Table of Elements, Foreign Exchange Rate and some good agriculture databases.

When you're ready to quit:

> Press **<q>** to quit the screen
> Press **<Enter> to return to the main menu**

Now, let's try another gopher site and look for the latitude and longitude of Moab, Utah, a copy of President Clinton's remarks to the CIA in January 1994, and information on Ireland for a student report.

Gopher at Goddard Space Flight Center

Script for: Goddard Space Flight Center Gopher

Telnet>**gopher.gsfc.nasa.gov**
login: **gopher**

This is the screen you'll see:

```
                    Internet Gopher Information Client 2.0 pl10

                     Root gopher server: gopher.gsfc.nasa.gov

 1.  Goddard contact information.
 2.  About this Gopher/
 3.  GSFC information/
 4.  NASA information/
 5.  Networking/
 6.  Science information/
 7.  US Government/
 8.  Search/
 9.  FTP archives/
 10. Virtual Reference Shelf/
 11. Non-NASA Gophers/
 12. testing/
```

Latitude and longitude can be found in the Virtual Reference Shelf.

Choose **Virtual Reference Shelf**
Press **<Enter>**

This is what you'll see:

```
                    Internet Gopher Information Client 2.0 pl10

                              Virtual Reference Shelf

 1.  Webster's dictionary/
 2.  Roget's Thesaurus <?>
 3.  Acronym lookup <?>
 4.  US telephone areacodes/
 5.  US geographic name server/
 6.  CIA World Fact book (Almanac)/
 7.  Electronic Serials from CICnet (Committee on Institution Cooperati.../
 8.  Acadame This Week/
 9.  Electronic Newsstand/
 10. Weather/
     etc.......

Press ? for Help, q to Quit, u to go up a menu                    Page:1/2
```

Choose **US geographic name server**
Press **<Enter>**

You'll see:

```
                    Internet Gopher Information Client 2.0 pl10

                                US geographic name server

1.  Search Geographic Name Server by City or ZIP code <?>
    ...
```

Choose **Search Geographic Name Server by City or Zip code**

Now you'll see this screen:

```
                    Search Geographic Name Server by City or ZIP code

Words to search for
                        [Cancel: ^G]  [Erase: ^U]  [Accept: Enter]
```

This screen is a different one. You can type in your search word and the computer searches the database for your answer.

Type in **Moab**

This is what you'll see.

```
                    Search Geographic Name Server by City or ZIP code: moab

1.  Moab, WA.
2.  Moab, UT.
```

Choose the Moab you want

And...Finally!!

```
Moab, UT (Ok)
+-------------------------------------------------------------------------------
City              : Moab
State/Province    : Ut Utah
Nation            : US United States
Note              : county seat
Area-Code         : 801
Feature Code      : 45 Populated place

Latitude          : 38 degrees, 34 minutes, 24 seconds N
Longitude         : 109 degrees, 32 minutes, 57 seconds W

Elevation         : 4000 feet
   ...
```

Use the directions at the bottom of the screen to exit to the main menu.

The CIA World Factbook will help you with information on foreign countries.

Choose **US Government**

You'll see this:

```
                                US Government

    1.  CIA World Factbook/
    2.  Census data/
    3.  Congress/
    4.  Dept of Education Gopher/
    5.  GAO Transition Reports/
    6.  US Federal Register/
    7.  Government agencies on the Internet.
    8.  Guide to Internet Government Resources (Dickinson).
    9.  Guide to Internet Government Resources (Gumprecht).
    10. National Documents/
    11. US Commerce Business Daily/
    12. National Exhibits and Events/
    13. National Science Foundation/
    14. Other U.S. Gov't Gophers/
    15. The Judicial system/
    16. US State Department Travel Advisories/
    17. White House/
```

Choose **CIA World Factbook**

You should see:

```
                    Internet Gopher Information Client 2.0 pl10

                                CIA World Factbook

    1.  Gutenberg Info.
    2.  Search CIA Factbook <?>
    3.  Search CIA World Fact Book 1991 <?>
    4.  Factbook Intro.
    5.  Table of Contents.
    6.  Notes, Definitions, and Abbreviations.
    7.  A/
    8.  Appendix A: The United Nations System.
    9.  Appendix C: International Organizations and Groups.
    10. Appendix D: Weights and Measures.
    11. Appendix E: Cross-Reference List of Geographic Names.
    12. B/
    13. C/
    14. D/
    15. E/
    16. F/
    17. G/
    18. H/
        Press ? for Help, q to Quit, u to go up a menu                Page: 1/2
```

Choose the first letter of the country you want to search (**I**)
Press **<Enter>**

This is what you'll see:

```
                    Internet Gopher Information Client 2.0 pl10

                                        I

 1.  Iceland.
 2.  India.
 3.  Indian Ocean.
 4.  Indonesia.
 5.  Iran.
 6.  Iraq.
 7.  Iraq - Saudi Arabia Neutral Zone.
 8.  Ireland.
 9.  Israel.
 10. Italy.
 11. Ivory Coast.
```

Choose **Ireland**
Press **<Enter>**

And...you find your info on Ireland.

```
      Ireland (8k)                                                                    3%
+-------------------------------------------------------------------------------------------+

      Ireland
      ------------ Geography
      Total area: 70,390 km2; land area: 68,890 km2

      Comparative area: slightly larger than West Virginia

      Land boundary: 360 km with UK

      Coastline: 1,448 km

      Maritime claims:

      Continental shelf: no precise definition;

      Exclusive fishing zone: 200 nm;
+-------------------------------------------------------------------------------------------+
      [PageDown: <SPACE>] [Help: ?] [Exit: u]
      ±gopher.gsfc.na
```

Follow the instructions to exit and go to the main menu.

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Now we'll find President Clinton's remarks to the CIA.

Choose **US Government**
Press **<Enter>**

Here's what you should see:

```
                    Internet Gopher Information Client 2.0 pl10

                                US Government

 1.  CIA World Factbook/
 2.  Census data/
 3.  Congress/
 4.  Dept of Education Gopher/
 5.  GAO Transition Reports/
 6.  US Federal Register/
 7.  Government agencies on the Internet.
 8.  Guide to Internet Government Resources (Dickinson).
 9.  Guide to Internet Government Resources (Gumprecht).
 10. National Documents/
 11. US Commerce Business Daily/
 12. National Exhibits and Events/
 13. National Science Foundation/
 14. Other U.S. Gov't Gophers/
 15. The Judicial system/
 16. US State Department Travel Advisories/
 17. White House/
```

Choose **White House**
Press **<Enter>**

Now you'll see this screen:

```
                    Internet Gopher Information Client 2.0 pl10

                                White House

 1.  Electronic White House.
 2.  Information from the White House/
 3.  National Performance Review - Reinventing Government/
 4.  US Politics, White House Papers and Campaign 92/
 5.  White House email announcement.
```

Choose **Information from the White House**
Press **<Enter>**

You'll see

```
                    Internet Gopher Information Client 2.0 pl10

                          Information from the White House

 1.  Search All White House Information for ... <?>
 2.  About the White House Information/
 3.  1992 White House Elect Information/
 4.  1993 White House Information/
 5.  1994 White House Information/
```

Choose **1994 White House Information**
Press **<Enter>**

You'll see:

```
                    Internet Gopher Information client 2.0 pl10

                          1994 White House Information

 1.  Search 1994 White House Information <?>
 2.  Domestic Affairs (Health Care, Technology, etc.)/
 3.  International Affairs/
 4.  The Economy, Budget, and Related Topics/
 5.  Press Briefings and Conferences/
 6.  Memoranda, Executive Orders, and Proclamations/
 7.  Remarks during Photo-Ops/
 8.  Speeches and Town Halls/
 9.  Appointments, Nominations, and Awards/
 10. President's Daily Schedule/
```

Choose **Search 1994 White House Information <?>**
Press **<Enter>**

Next screen should be:

```
                          Search 1994 White House Information

Words to search for

                    [Cancel: ^G]  [Erase: ^U]  [Accept: Enter]
```

Remember this box? It's just like the one you used to look for Moab.

Type **CIA remarks**
Press **<Enter>**

You'll see:

```
                    Search 1994 White House Information: cia remarks

 1.  cia.0104    /.data/politics/1994/.
 2.  myers.0222   /.data/politics/1994/.
 3.  cia.0222    /.data/politics/1994/.
 4.  gearan.0103   /.data/politics/1994/.
 5.  photo.0222   /.data/politics/1994/.
     ...
17.  altman.0214   /.data/politics/1994/.
18.  back.0105   /.data/politics/1994/.
```

Choose **cia.0104 /.data/politics/1994/**
Press **<Enter>**

You'll see the beginning of the press release containing the President's remarks

```
cia.0104    /.data/politics/1994/ (4k)
+-------------------------------------------------------------------------------------------------
This section is from the document '/.data/politics/1994/cia.0104'.

                                        THE WHITE HOUSE

                                    Office of the Press Secretary

-------------------------------------------------------------------------------------------------
For Immediate Release                                                        January 4, 1994

                                REMARKS BY THE PRESIDENT
                            TO CENTRAL INTELLIGENCE AGENCY EMPLOYEES

                                        CIA Headquarters
                                        Langley, Virginia

10:12 A.M. EST
+-------------------------------------------------------------------------------------------------
[PageDown: <SPACE>] [Help: ?] [Exit: u]
±gopher.gsfc.na
```

This is the first page of the remarks. You can use the <Space Bar> to page through the full text.

Once again you've found all three requests.

Press **<q>** to quit this screen
Press **<Enter>** to return to Virtual Reference Desk
Press **<u>** to return to the main gopher menu.
Press **<Alt x>** to exit gopher.

Gopher at University of Utah

Now we'll look at our fourth gopher site. The gopher at the University of Utah is a good source for all kinds of reference information, especially if you are looking for local or state information.

Script for: University of Utah Gopher

Telnet> **telnet.cc.utah.edu**
At login type: **gopher**

This is what you'll see:

```
                    Internet Gopher Information Client v1.11

                    Root gopher server:  gopher.cc.utah.edu

 1.  About the U of U Gopher/
 2.  Other Gophers/
 3.  Phone Books/
 4.  Use Jughead to search menus of University of Utah <?>
 5.  Search titles in Gopherspace using veronica/
 6.  Academic Organizations/
 7.  General Campus Information/
 8.  Information Organized By Subject/
 9.  Libraries Books and Databases/
 10. News And Calendars/
 11. Off Campus Information/
 12. Xperimental/
```

Let's look for information on two Utah cities; Brigham City and Kanab.

Choose **Off Campus Information**
Press **<Enter>**

This is the screen you'll see:

```
                              Off Campus Information

 1.  About the Internet (How-to's)/
 2.  Anonymous ftp sites/
 3.  Arts & Entertainment Calendars/
 4.  Cities of Utah/
 5.  East Central Community Council/
 6.  Finger/
 7.  Guitar Chords/
 8.  Hansen Planetarium/
 9.  Health Screenings city-county.
 10. Library Catalogs.
 11. Naturists/
 12. Recipe Archives/
 13. Recreation/
     etc.......
```

Choose **Cities of Utah**
Press **<Enter>**

And before your very eyes.....

```
                    Internet Gopher Information Client v1.11

                                 Cities of Utah

 1.  Cities of Utah.
 2.  Cities of Utah (A-D).
 3.  Cities of Utah (E-H).
 4.  Cities of Utah (I-P).
 5.  Cities of Utah (R-Z, without Salt Lake City).
 6.  Cities of Utah (Salt Lake City).
```

See if you can find the info on Brigham City and Kanab.

You can also track and locate legislation from the Utah State Legislature. To do this:

Choose **Off Campus Information** again.
Press **<Enter>**

Choose **State of Utah**
Press **<Enter>**

Choose **Utah Legislative Bills**
Press **<Enter>**

Here's another example ... Try accessing the Library and Data Communications Committee (LDCC)

Choose **Other U of U Gophers**
Press **<Enter>**

Choose **Utah Education Network**
Press **<Enter>**

And go on from there.

6-18

Veronica

Revised July, 1994

Veronica

Veronica is a service that maintains an index of titles of gopher items, and provides keyword searches of those titles. A Veronica search originates with a user's request for a search, submitted via a gopher client. The result of a Veronica search is a set of gopher-type data items, which is returned to the gopher client in the form of a gopher menu. The user can access any of the resultant data items by selecting from the returned menu.

A Veronica search typically searches the menus of hundreds of gopher servers, perhaps all the gopher servers that are announced to the Internet.

Let's try some searches. Log into the gopher client at the Goddard Space Flight Center.

telnet> **gopher.gsfc.nasa.gov**
login: **gopher**

Here's what you'll see:

```
                    Gopher Information client 2.0 pl10
                  Root gopher server: gopher.gsfc.nasa.gov

1.      Goddard contact information.
2.      About this Gopher/
3.      GSFC information/
4.      NASA information/
5.      Networking/
6.      Science information/
7.      US Government/
8.      Search/
9.      FTP archives/
10.     Virtual Reference Shelf/
11.     Non-NASA Gophers/
12.     Testing/
```

Choose: **Search**

This is what you'll see

```
                Internet Gopher Information Client 2.0 pl10
                                Search

1.      Archie Manual.
2.      Archie search FTP archives/
3.      Jughead Server <?>
4.      Jughead.FAQ.
5.      Veronica search all gopher menus/
6.      Veronica.FAQ/
                etc.....
```

Choose: **Veronica search all gopher menus**

This is part of the screen that you'll see:

```
                    Internet Gopher Information Client v1.11
                                  Veronica

     1.     Search gopherspace by veronica at NYSERNet <?>
     2.     Search gopherspace by veronica at SCS Nevada <?>
     3.     Search gopherspace by veronica at PSINet <?>
     4.     Search gopherspace by veronica at University of Pisa <?>
     5.     Search gopherspace by veronica at U. of Manitoba <?>
     6.     Search gopherspace by veronica at University of Koeln <?>
     7.     Search gopherspace by veronica at UNINETT/U. of Bergen<?>
```

You can search at several sites but keep in mind that any one site may be busy and not connect right off. If you get a message telling you that it's too busy, try again later...just keep trying. It may even take three or four tries...but you will probably get through. For purposes of this search, let's try SCS Nevada.

Choose: **Search gopherspace by veronica at SCS Nevada**

You'll see this kind of screen:

```
Words to search for

                                                cancel ^G] [Accept - Enter]
```

Let's search for information on Salt Lake City.

Type **salt lake city** in the box and.....wait. Veronica searches take some time, so be patient.

Here's the next screen:

```
                    Internet Gopher Information Client 2.0 pl10
Search gopherspace by veronica at SCS Nevada : salt lake city

          1.    Salt Lake City.
          2.    Cities of Utah (R-Z, without Salt Lake City).
          3.    Cities of Utah (Salt Lake City).
          4.    Salt Lake City Hiking Opportuni.
          5.    Salt Lake City Climatic Information.
          6.    Salt Lake City Extended Forecast.
          7.    Salt Lake City Special Weather Statements.
          8.    Salt Lake City Weather Forecast.

Press ? for Help, q to Quit, u to go up a menu
```

Choose **Salt Lake City Hiking Opportuni**

You'll see:

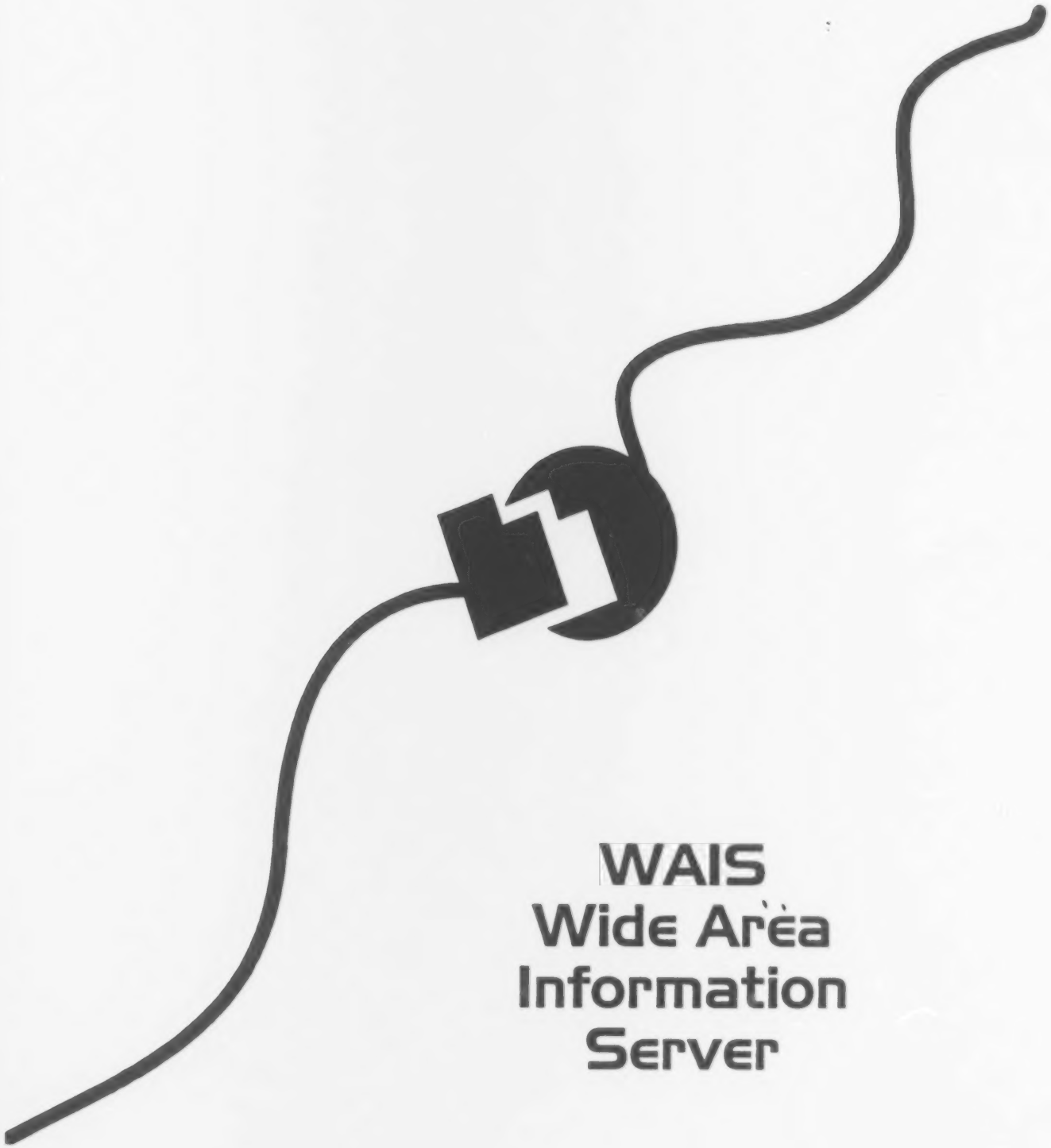
```
Salt Lake City Hiking Opportuni (13k)                                    2%
--------------------------------------------------------------------------------
                        HIKING IN THE SALT LAKE CITY AREA

The mountain-rimmed Salt Lake Valley is unique.  For hikers, the mountains surrounding
the urban sprawl provide escape and invite exploration.  Indeed, enjoying the mountains
is part of experiencing Salt Lake City's charm.
+-------------------------------------------------------------------------------
[PageDown: <SPACE>] [Help: ?] [Exit: u]
```

Is this fun or what?

Try searching for these topics in several different sources.

- Border Collies
- Amnesty International
- American Indians
- Cincinnati



WAIS
Wide Area Information Server

Revised August, 1994

WAIS
(Wide Area Information Server)

WAIS provides access to documents by means of keyword searching. It contains thousands of useful full-text documents, and is certainly worth learning how to use. Using WAIS is not that difficult. You search and retrieve information from remote databases or "sources." (WAIS calls the databases sources.) Sources are files filled with textual material. Tell WAIS what you want to search for and it will automatically connect to the computers where the full source is located, searching for the citations by keyword. The computer retrieves both the citations and the full text.

WAIS searching is based on ANSI Z39.50 standards (American National Standard Z39.50 Information Retrieval Service Definition and Protocol Specification for Library Applications). Z39.50's purpose is to provide interconnection of computer systems despite the many differences in the various hardware and software applications. WAIS is the first attempt at using the standard, and it will likely become the universal format for searching.

The WAIS process is currently undergoing considerable front end (i.e. user interface) change. The files were initially displayed in long lists of addresses. There were few clear labels as to the contents in these long lists. By selecting one of the few identifiable addresses and then asking for a keyword, the computer would search the source for the exact word. For example, if you searched the BIBLE for the word Zacchaeus, every mention of that word would be displayed with the exact biblical chapter and verse. Then, by asking the computer to display this file, all the scriptures cited would be displayed in full-text. Interestingly, when the source has a lot of keyword citations in numerous documents, WAIS will rank the documents on a most-to-least value, 1000 being the highest value.

Things have changed. Currently, "sources" are searched from a more user friendly keyword environment. It still takes skills and careful scripting to actually find useful items, but it's all worth it. So let's give it a try.

Let's say you have a patron who wants to name his son Zacchaeus. Where is Zacchaeus mentioned in the Bible?

There are many ways to get to a WAIS server. I find the easiest to be through the Goddard Space Flight Center. So...

telnet> **gopher.gsfc.nasa.gov**
login: **gopher**
press: **<Enter>**

And you should see a familiar screen:

```
                    Root gopher server: gopher.gsfc.nasa.gov

1.      Goddard Contact information.
2.      About this Gopher/
3.      GSFC information/
4.      NASA information/
5.      Networking/
6.      Science information/
7.      US Government/
8.      Search
9.      FTP archives/
10.     Virtual Reference Shelf/
11.     Non-NASA Gophers/
12.     testing/

press ? for Help, q to Quit
```

Find the number for "Search"
Type "**the corresponding number**" and press **<Enter>**

And you get the search screen again:

```
                                  Search

1.      Archie Manual.
2.      Archie search FTP archives/
3.      Jughead Server <?>
4.      Jughead.FAQ.
5.      Veronica search all gopher menus/
6.      Veronica.FAQ/
7.      WAIS search this gopher <?>
8.      Wais indices of the world/
9.      World wide X.500 from InterNIC/
10.     X.500 gateway/
11.     x500.help.

press ? for Help, q for Quit, u to go up a menu
```

This time we want to go into *Wais indices of the world*.

Find the number for "WAIS indices..."
Type "**the corresponding number**" and press **<Enter>**

8-4

This is what you'll see:

```
                                WAIS_indices_of_the_world

1.      Directory of WAIS servers <?>
2.      a/
3.      b/
4.      c/
5.      e/
7.      f/
8.      g/
9.      h/

        (etc. etc.  Do you see trend here?)
```

O.K., you want to know if there is a server where we can search the Bible. So...

Find the number for "Directory of WAIS servers"
Type **"that number"** and press **<Enter>**

A screen will appear that looks like this:

```
------------------------------Director of WAIS servers--------------------------------

Words to search for

                        [Cancel: ^G]  [Erase: ^U]  [Accept: Enter]
--------------------------------------------------------------------------------------
```

You want to know if the Bible is searchable, so at the Words to search for prompt type:

bible and press **<Enter>**

This is what will appear:

```
                            Directory of WAIS servers: bible

1.      bible.src <?>
etc...
```

O.K. Note that the server is "bible.src <?>", remember this and type **u** to go up a menu.

You will be back at the screen that looks like this:

```
                                WAIS_indices_of_the_world

1.      Directory of WAIS servers <?>
2.      a/
3.      b/
4.      c/
5.      d/
6.      e/
7.      f/
8.      g/
9.      h/
        Etc....
```

Since the server you want (**bible.src <?>**) begins with a "b", type **3** and press **<Enter>**

A screen similar to this will appear:

```
                                        b

1.      BGRASS-L.src <?>
2.      Book_of_Mormon.src <?>
3.      beitraege.src <?>
4.      bib-Paris7.URA-748.src <?>
5.      bib-appia.src <?>
6.      bib-dmi-ens-fr.src <?>
7.      bib-ens-lypn.src <?>
8.      bib-math-jussieu-fr.src <?>
9.      bib-math-paris-centre-fr.src <?>
10.     bib-math-stbg-fr.src <?>
11.     bible.src <?>
12.     biblio-bibtex-maths-info-ens-ulm.src <?>

                etc. etc.
```

Look! There is an item that says "bible.src <?>". So....

Type "**the number for bible.src <?>**" and press **<Enter>**

And you will see:

```
-----------------------------------bible.src-----------------------------------

Words to search for

bible

                        [Cancel: ^G]  [Erase ^U]  [Accept: Enter]
-------------------------------------------------------------------------------
```

Backspace to erase the word "bible". Then enter the word(s) you want to find in the bible, in this case **zacchaeus**

Here's what you'll see:

```
                                bible.src: zacchaeus

1.      Luke: Chapter 19  19.1 And Jesus entered and passed through...
2.      ***HELP for Public CM WAIS Server***.
```

All right! Here it is!

Type **1** and press **<Enter>**

And you find:

```
0000820KJV
910101
Luke: Chapter 19

19:1 And Jesus entered and passed through Jericho.

19:2 And, behold, there was a man named Zacchaeus, which was the chief among the
publicans, and he was rich.

        etc.etc.
```

You've found it...

To exit, type **u** to go up a menu

Type **q** to quit

Deseret News

Revised September, 1994

Deseret News

The *Deseret News* newspaper is available for searching online. Access to the *Deseret News* via Internet is provided by contract to Utah schools, public libraries, colleges, universities and state agencies. Access for others is available through commercial services from the Deseret News.

To connect using Internet type:

telnet> **slcO1.desnews.com**
login> **"your login"**
password> **your password"**
terminal type> **tty**

Please contact the following persons for logins, passwords, or IP address information:

Louis Reinwand Utah State Library Division (801) 466-5888 Ext. 45 lgr@usl.gov	Public Libraries State Agencies
Randy Raphael Office of Education (801) 538-7802 rraphael@fcom.cc.utah.edu	Schools
Warren Babcock Utah State University (801) 797-2685 warbab@usu.edu	Colleges and Universities

This is a valuable resource for reference work, especially for local Utah information. Here are some simple directions that will give you some pointers on how to effectively search for articles.

Using connectors: You can search using a single word or combinations of words and connectors. These connectors are **AND**, **OR** and **BUTNOT**.

The **AND** connector: Find reagan AND iran
The **OR** connector: Find iran OR persia
The **BUTNOT** connector: Find iran BUTNOT iraq

Search strategies: There are LOTS of different ways to search in the Deseret News. Here are just a few of the options you might want to try. Type them exactly as shown, observing upper and lower case letters.

You can search by dates. You will do this in conjunction with something else, such as a subject. If you don't, the screen will say, "Your search is too general. Please modify." Here are a few options.

FIND salt lake and date(04/03/94 to 04/30/94)
FIND salt lake and date(05/07/94)
FIND salt lake and date(last week)
FIND salt palace and date(last 3 weeks)
FIND salt palace and date(last month)
FIND salt palace and date(last 4 months)
FIND salt palace and date(last year)
FIND salt palace and date(last 2 years)

You can search for a column.

FIND column(dear abby)
FIND column(helping you)
FIND column(meanderings)
FIND column(do-it man)
FIND column(books n things)
FIND column(miss manners)
FIND column(urban legends)
FIND column(at wit's end)
FIND column(tv today)

You can search for a section. You will need to do this in conjunction with something else, like a subject. If you don't, the screen will say, "Your search is too general. Please modify."

FIND gangs and section(today)
FIND buzz and section(sports)
FIND salt palace and section(news)
FIND west valley city and section(metro)
FIND ezra taft benson and section(church news)

You can search for a byline. This is anybody's name that an article is "by"

FIND byline(nicole bonham)

General: If you start a search and you want to interrupt it, just hold down the "Alt" key while typing "B".

Remember: This is a constantly updated index of a daily newspaper. The entries are in reverse date order, with the most current listed first. Therefore, the headlines shown in the following examples may be further down the list than illustrated. Always note the document number of the article you want.

Single Subject Search with Connector

Once you are connected to Deseret News, you will see this screen:

```
--------------------------------------------------------------------------------

Type first letter of feature OR type help for list of commands
FIND  MOD  PRT  S-DB  DB  OPT  SS  WRD  QUIT

Alt-Z  FOR HELP ANSI FDX 2400 E71 LOG CLOSED  PRINT OFF  ON-LINE
```

Here's what the abbreviations at the bottom of the screen mean:

FIND — Type in the words you want to find
MOD — Modify a database
S-DB — Switch database
DB — Database

O.K. Time to do a search. Let's say you have a patron who wants information about the demolition of the Salt Palace.

Type **f** and press **<Enter>**

The word FIND will magically appear.

Type **demolition and palace** and press **<Enter>**

Logic might dictate that you type **salt**, but think a moment... how many times will "salt" appear in a newspaper from SALT Lake City? Lots and lots! So, to speed up your search just type palace and demolition.

Be patient. Eventually a screen of headlines will appear that looks something like this (articles may be different):

```
DOC    DATE      FREQ  LINES   DB   PAGE        HEADLINE
-------------------------------------------------------------------------------
-------------------------------------------------------------------------------
  1   03/23/94     3     29     dn   A11   KUDOS FOR COUNTY FOR PALACE
  2   03/20/94    13     66     dn   A01   DRUM GOES OUT WITH A BANG
  3   03/16/94     5     26     dn   B01   SALT PALACE WON'T GO OUT
  4   03/16/94     5     28     dn   B01   SALT PALACE WON'T GO OUT
  5   03/11/94     6     23     dn   B01   ACORD ARENA DEMOLITION
  6   03/04/94    16     95     dn   A01   SALT PALACE WILL BE
  7   02/10/94     7     72     dn   A20   SALT PALACE SERVED ITS
  8   02/05/94     2     36     dn   A10   HOW NOT TO BEAT THE COMP
  9   01/21/94     8     29     dn   B01   CAPTION ONLY:  WALLS
 10   12/26/93     5    107     dn   E03   ARTISTS COMPETING FOR CON
 11   12/19/9     38     64     dn   A01   SALT PALACE SAYS 'PLEASE
 12   12/12/93    27     14     dn   B01   CURTAIN CALL
 13   12/12/93    12     64     dn   B02   CURTAIN CALL:  THE SALT
 14   11/29/93     3     62     dn   B01   COULD UVSC GET SEATS FROM
 15   11/12/93     2     19     dn   B01   ACORD ARENA'S CHAIRS GO ON
 16   11/11/93     2     19     dn   B01   ACORD ARENA'S CHAIRS GO ON
-------------------------------------------------------------------------------
-------------------------------------------------------------------------------
55 Docs

Type first letter of feature OR type help for list of commands
FIND MOD PRT S-DB OPT SS WRD QUIT

Alt-Z FOR HELP ANSI  FDX  2400 E71 LOG CLOSED PRINT OFF ON-LINE
```

To see an article, type **d** and **"the number of the headline"**.

The article "Salt Palace Won't Go Out" looks fun, so
type: **d"number of headline"**
(It's **d3** on our example screen, what is it on your screen?)

Here it is!

```
                    SALT PALACE WON'T GO OUT WITH A BIG BANG AFTER ALL
--------------------------------------------------------------------------------
                                  Deseret News
                          Copyright (c) 1994, Deseret News
                            Wednesday, March 16, 1994

TAG: 9403160063
EDITION: Metro
SECTION: News
LENGTH: Short
HEADLINE:  SALT PALACE WON'T GO OUT WITH A BIG BANG AFTER ALL
COLUMN: Newsline
TEXT:
        Returning to "Plan A" Salt Lake County's demolition contractor has decided to
chop down rather than blow up the Salt Palace Acord Arena.  Gillingham Construction Co.
made the decision late Tuesday following a re-evaluation of options and further
discussions with structural engineers, said county project manager W. Sands Brooke.
        Gillingham originally planned to gradually snip away the arena's 36...
--------------------------------------------------------------------------------
3 of 55, 5 Terms                                                      Pg 1 of 2

Type first letter of feature OR type help for list of commands
FIND MOD PRT S-DB DB OPT SS WRD QUIT

Alt-Z FOR HELP ANSI  FDX 2400 E71 LOG CLOSED PRINT OFF ON-LINE
```

To see the next screen, just press **<Enter>**

Adjacency And Proximity Search

Now a patron wants to know when the first game was played in the Delta Center. They aren't sure of the date.

We can search for terms and designate how close to each other they are, increasing our chances for success. To do this:

Type: **f** and press **<Enter>**

Type: **delta center /10 first game** and press **<Enter>**

(The **/10** indicates that the term "first game" be searched within 10 words of the first term "delta center." You could have put /5,/3, or any number.)

When the search is complete, a screen like this will appear:

```
DOC    DATE     FREQ  LINES   DB   PAGE       HEADLINE

 1   03/26/94     4     62     dn   D02  LAME DUCK GOLDEN EAGLES UNSURE OF WHAT TO EXPEC
 2   08/10/93     4     31     dn   D02  EAGLES OPEN AT PHOENIX ON OCT.6 ETC...
15   10/24/91     4     73     dn   D01  JAZZ NEW ERA IS MINUS OLD STALWART GRIFF
16   10/23/91     4     72     dn   B05  NO MASS CELEBRATION PLANNED FOR 1ST JAZZ GAME
-------------------------------------------------------------------------------------
18 Docs                                                              Pg 1 of 2
Type first letter of feature OR type help for list of commands
FIND MOD PRT S-DB DB OPT SS WRD QUIT
```

The first mention of the Jazz first game is on 10/23/91. You can look at the article on-screen by:

Type: **d** and **"the number of the document"**, (i.e.: **d16**) and press **<Enter>**

The text of the article will appear on your terminal screen.

```
                                  Deseret News
                          Copyright (c) 1991, Deseret News
                            Wednesday, October 23, 1991
TAG: 9110230052
EDITION: Metro
SECTION: News     PAGE: B5
LENGTH:  Medium:  72 lines
MEMO: Dress rehearsal: New arena still working out kinks for contest with Knicks.
HEADLINE: NO MASS CELEBRATION PLANNED FOR 1ST JAZZ GAME IN DELTA CENTER
BYLINE:  By Brad Rock, Sports Writer
TEXT:
        The Jazz play their first game ever in the Delta Center tonight at 7:30 when they
meet the New York Knicks in an exhibition game.  But don't come expecting a mass
celebration. There will be no fireworks, no ribbon-cuttings, no prize giveaways.  The Big
Event won't be until the Jazz play their first...
-------------------------------------------------------------------------------------
16 of 18, 4 Terms                                                    Pg 1 of 5
```

Press **<Enter>** to page down as there is more than one screen.

Let's go back to the headlines list.

Type: **h** and press **<Enter>**.
(H is for "headlines" and will return you to the list of headlines.)

Section and Date Search

You can also search through a specific section of the paper and also for dates. To find what sections can be searched, see the different search strategies listed at the beginning.

Taking it one step further. A patron comes in and says, "I know the Governor's house burned around Christmas time in 1993, and there is an article about it. I'd like a copy".

Here's how to find it.

Type: **f** and press **<Enter>**.

The word FIND appears.

Type: **section(news) and governors mansion and date(after 12/01/93)**
Press **<Enter>**

The first screen won't have anything, so just press **<Enter>** to see the next screen

Which looks similar to this:

DOC	DATE	FREQ	LINES	DB	PAGE	HEADLINE
17	12/21/93	3	41	dn	A13	TRANSPLANT PATIENT RETURNS TO GOVERN PENNSYL
18	12/21/93	3	47	dn	A01	PUBLIC PLACES PULLING PLUG ON CHRISTMAS TREE
19	12/18/93	3	56	dn	A01	EXTENSION CORD BLAMED FOR FIRE
	...					
27	12/15/93	9	61	dn	A01	FIRE DAMAGES HISTORIC GOVERNOR'S MANSION

There are several articles. Let's look at the article for 12/15/93, "Fire Damages Historic Governor's Mansion".

Type: **d** and **"the number of the article"**, (i.e.: **d27** in our example screen) and press **<Enter>**

You'll see something like this. The little stars let you know when the words you are searching for appear.

```
dn                          FIRE DAMAGES HISTORIC GOVERNOR'S MANSION                    12/15/93
------------------------------------------------------------------------------------------------
                                        Deseret News
                                Copyright (c) 1993, Deseret News
                                  Wednesday, December 15, 1993

TAG: 9312150137
EDITION: Metro
SECTION: News       PAGE: A1
LENGTH: Medium:   61 lines
MEMO: First lady, son flee blaze linked to 25-foot Christmas tree in rotunda.
HEADLINE: FIRE DAMAGES HISTORIC GOVERNOR'S MANSION                    *
BYLINE: By Lisa Riley Roche, Staff Writer
TEXT:
        A fire believed to have been started by a 25-foot Christmas tree in the rotunda of
the governor's Mansion raged through the historic building late* Wednesday morning, causing
extensive damage and no serious injuries...
------------------------------------------------------------------------------------------------
27 of 28, 9 Terms                                                                  Pg 1 of 4
```

Now someone wants an article they know appeared in the Today section in 1991 about the folk singer Greg Brown.

To switch to a specific year, you choose DB from the list of commands:

Type: **db** and press **<Enter>**
Type: **modify** and press **<Enter>**
Type: **dn91** and press **<Enter>** (The dn will automatically appear, you need only add the 91)

Now find the article by:

Typing: **f** for FIND and press **<Enter>**
Type: **section(today) and greg brown** and press **<Enter>**

You'll see something like this.

```
DOC    DATE      FREQ  LINES   DB   PAGE        HEADLINE
------------------------------------------------------------------------------------------------
 1   12/09/91     9     55     dn91 C07   GREG BROWN DELIVERS FOLK WITH SOUL
```

Type: **d** and **the number of the document**, i.e.: **d1** and press **<Enter>**

And you'll see...

```
                                    Deseret News
                            Copyright (c) 1991, Deseret News
                                Monday, December 9, 1991
TAG: 9112090044
EDITION: Metro
SECTION: Today      PAGE:  C7
LENGTH: Medium:   55 lines
TYPE:  CONCERT REVIEW
MEMO:   GREG BROWN, with James Scott; in concert in the Fine Arts Auditorium,* University
of Utah; Saturday, Dec. 7; one show only.
HEADLINE:  GREG BROWN DELIVERS FOLK WITH SOUL
BYLINE:  By Jerry Spangler, Staff Writer
TEXT:
        Picture yourself chest-deep on the Provo River, fly rod in hand and a no. 9 elk
hair caddis whatchamajigger cresting the ripples next to the deadfall on the opposite bank.
Then picture some pompous trout talking to each...
-------------------------------------------------------------------------------------------
```

Now your patron says, "Was there anything about him in 1990?"
Here's what you do...

Type: **s-db** (for "switch database") and press **<Enter>**
Type: **dn90**, (for "Deseret News 1990") and press **<Enter>**

Look! There is an article, here it is...

```
DOC    DATE      FREQ  LINES   DB    PAGE        HEADLINE
-------------------------------------------------------------------------------
 1   05/28/90     3     52     dn90 SATCHMO TRIBUTE TO OPEN JAZZ FESTIVAL
```

Note that S-DB switches the database but keeps the search.

O.K. Now we want to reset everything so that we can search all the years again.

Type: **db** (for "database") and press **<Enter>**
Type: all and press **<Enter>**

Now we can proceed.

Searching By Columns

Another request comes your way for the column "In Your Garden". You can search for specific columns by...

Type: **f** and press **<Enter>**
Type: **column(in your garden)** and press **<Enter>**

You'll see the usual screen listing headlines.

DOC	DATE	FREQ	LINES	DB	PAGE	HEADLINE
1	05/25/94	2	84	dn	C03	HERB GARDEN APPEALS TO EYES, NOSE, TASTE BUD
2	05/18/94	2	90	dn	C03	SPRAY NOW TO PROTECT TREES, FRUIT FROM INSEC
3	05/11/94	2	88	dn	C03	CLIMATE, SOIL MAKE UTAH IDEAL HABITAT FOR TH
4	05/04/94	2	106	dn	C03	PEPPERS GROW WELL IN UTAH WHEN MERCURY'S ABO
5	04/27/94	2	97	dn	C04	WONDROUS WATERMELON LOVES MOISTURE, HEAT

248 Docs Pg 1 of 16

Searching By Columns And Dates

You can choose whichever date you'd like. If your patron wants a specific date, say "In Your Garden" on May 4, 1994, just...

Type: **f** and press **<Enter>**
Type: **"column and date"**
i.e. **in your garden and 05/04/94**

This will appear on your screen.

DOC	DATE	FREQ	LINES	DB	PAGE	HEADLINE
1	05/04/94	2	106	dn	C03	PEPPERS GROW WELL IN UTAH WHEN MERCURY'S ABO

If a specific topic is desired you can combine search terms.

Type : **f** and press **<Enter>**
Type: **column(miss manners) and soup** and press **<Enter>**

You'll find:

```
DOC    DATE      FREQ  LINES   DB   PAGE        HEADLINE
-------------------------------------------------------------------------------
  1   05/20/94     10    87     dn   C06   SIP SOUP FROM SIDE OF THE SPOON - AND STOP S
  2   12/17/93     3     89     dn   C06   FRIENDLY, INQUISITIVE SALESPEOPLE JUST DOING
  3   06/25/93     3     111    dn   C02   STROLL CAN BE UPLIFTING
  4   08/17/92     4     92     dn   C05   TO BE SHOCKING AT THE TABLE CAN BE A DELICIO
  5   11/29/90     6     65     dn   C08   PEOPLE WHO WORK WITH THE PUBLIC HAVE OBLIGATION
-------------------------------------------------------------------------------
7 Docs                                                              Pg 1 of 1
```

Type **d** and **"the number of the document"**, i.e.: **d1** and press **<Enter>**

Here is your article.

```
                                    Deseret News
                            Copyright (c) 1994, Deseret News
                                 Friday, May 20, 1994
TAG: 9405200354
EDITION: Metro
SECTION: Today      PAGE: C6
LENGTH: Medium:   87 lines
MEMO: -Copyright 1994 United Feature Syndicate Inc.
HEADLINE: SIP SOUP FROM SIDE OF THE SPOON -  AND STOP SQUABBLING*
COLUMN: MISS MANNERS
BYLINE: By Judith Martin
TEXT:
        Dear Miss Manners: Where do you place your mouth and lips in relation to a
soupspoon?  Do you sip from the side or the tip of the spoon?
        S friend and I have a difference of opinion. I say you sip soup from the* side,
but if it's a thick type of soup with lots of items in it (such as*...
-------------------------------------------------------------------------------
1 of 7, 10 Terms                                                    Pg 1 of 6
```

Search By Byline

If a person inquires about an article by a specific byline, here is what you do.

Type: **f** and press **<Enter>**
Type: **byline(brad rock)** and press **<Enter>**

Here's what you get. The articles written by Brad Rock.

```
DOC    DATE      FREQ  LINES   DB   PAGE        HEADLINE
-------------------------------------------------------------------------------
  1  05/28/94     2     92     dn   D01  JAZZ REBOUND TO TAKE 95-86 VICTORY
  2  05/27/94     2     76     dn   D02  SLOAN SAYS HE'S HAPPY WITH JAZZ'S SHOT SELEC
  3  05/27/94     2     77     dn   D01  SLOWING OLAJUWON IS KEY TO UTAH'S PLAYOFF FU
  4  05/26/94     2     92     dn   D03  STERN SAYS OK FOR MILLER TO ATTEND FRIDAY'S
  5  05/26/94     2    103     dn   D01  MVP GIVES HOUSTON 2 - 0 LEAD
ETC
-------------------------------------------------------------------------------
1619 Docs                                                        Pg 1 of 102
```

Pick an article...any article.

Search by Date And Byline

You can combine bylines and dates, as in....

Type: **f** and press **<Enter>**
Type: **byline(brent israelsen) and date(before 06/06/93)**
Press **<Enter>**

You'll see:

```
DOC    DATE      FREQ  LINES   DB   PAGE        HEADLINE
-------------------------------------------------------------------------------
  1  06/05/93     2     63     dn   B03  EXECUTIVE NAMED TO LEAD RADIATION CONTROL DI
  2  06/03/93     2     60     dn   B12  200 PROTEST FIRM'S PLANS TO DRIVE BIG COAL T
  3  06/02/93     2     69     dn   B01  IS WILDERNESS DEBATE AKIN TO ISRAELI-PALESTI
  4  05/29/93     2     56     dn   D11  4 SHOW UP TO SOUND OFF ON DIXIE FOREST OIL
  5  05/28/93     2     44     dn   A01  3 COUNTIES COULD JOIN OXYGENATED-FUEL EFFORT
ETC.
-------------------------------------------------------------------------------
809 Docs                                                         Pg 1 of 51
```

Search By Byline And Subject

Try byline and subject...

Type: **f** and press **<Enter>**
Type: **byline(larry sagers) and tomato***

The * truncates the word tomato. This will search for tomato, tomatoe, tomatos, tomatoes, etc. You get the idea.

Again, you'll pull up a listing of headlines.

```
DOC    DATE      FREQ  LINES   DB   PAGE        HEADLINE
-------------------------------------------------------------------------------
  1  03/16/94     4     95     dn   C04   GARDENING EARLY? KEEP PLANTS WARM
  2  02/23/94     3     96     dn   C02   RAISING TRANSPLANTS REQUIRES CARE
  3  02/16/94    25     93     dn   C05   MANY NEW VARIETIES MAY BE WORTH A TRY
  4  02/02/94    14     95     dn   C02   3 PRIZE-WINNING PLANTS AVAILABLE IN S.L.
  5  12/29/93     3     87     dn   C03   CHASE AWAY WINTER BLUES BY GROWING COLORFUL
ETC.
-------------------------------------------------------------------------------
```

Date Search

Finally, you can search for everything that happened on a specific date.

Let's say a grandfather comes into the library and is putting together a little album for his granddaughter's 1st birthday. He wants to know everything that happened on the day she was born - July 28, 1993. So...

Type: **f** and press **<Enter>**
Type: **date(07/28/93)** and press **<Enter>**

Here's what you get.

```
DOC    DATE      FREQ  LINES   DB   PAGE        HEADLINE
-------------------------------------------------------------------------------
  1  07/28/93     0     25     dn   B03   SOUTHWEST ARTS GUILD OUTLINES '93-94 PLANS
  2  07/28/93     0     24     dn   B03   SCHOOL OFFICIAL MOVING TO IDAHO
  3  07/28/93     0     26     dn   B06   DEATH: RUTH SIMMONS
  4  07/28/93     0     72     dn   C03   BEING IN LOVE WITH MARRIED MAN IS A HOPELESS
  5  07/28/93     0     53     dn   D02   SUNNY SKY STARS AS SKYLINE BEATS VIEWMONT FO
ETC.
-------------------------------------------------------------------------------
142 Docs                                                          Pg 1 of 9
```

Printing

Do you want to print an article? (Note that Deseret news has not fully resolved a file transfer or an active printing concept as of the date of publication of this manual.)

First pull up an article by typing:

D"your article number" (Example: **D6**)
And press **<Enter>**

Then press **<Print>** or **<Print Scrn>** to send a screen dump to the printer.

To get to the next page (or screen) press **<Enter>**.

WARNING: Until the menus are revamped and "PRT" is removed, DON'T TYPE PRT!!!! That will print the article at the Deseret News offices and you will receive a bill.

For libraries using a modem and direct telephone connection:

Type **tr#** (with # equaling the number of the article you want printed)
Press **<Enter>**

Now type the command your communications software uses to turn on the printer.
Procomm Plus uses **<Alt L>** and **<Enter>**

The bottom line of your screen should now say "PRINT ON" instead of "PRINT OFF".

When the transfer is complete, type **<Alt L>** (or your system's command) again to turn your printer off.

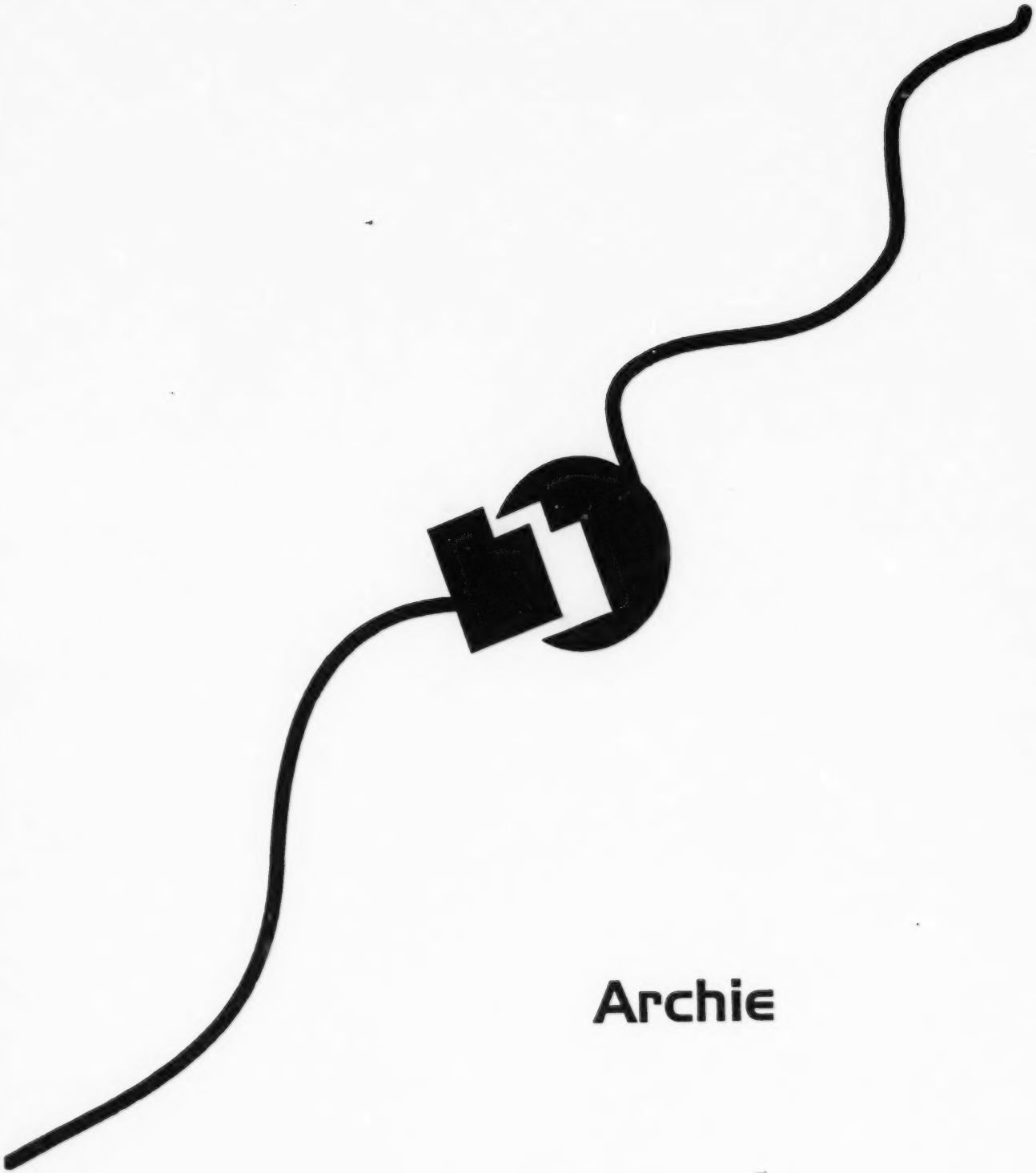
Want to see the headlines again?

Press **<Enter>** to return to the menu
Press **<Enter>** again
Type **h**

Tired of looking?

Type **quit <Enter>**
Type **yes <Enter>**

When the screen says "NO CARRIER", you are disconnected!



Archie

Revised August, 1994

Archie

Archie is a system that constantly searches through Internet file servers looking for new data to automatically index and add to its directory of data. This service provides a directory of the files that are stored in **anonymous FTP** repositories throughout Internet. There are currently fourteen Archie servers looking through the FTP files of over a thousand file servers. Each Archie maintains its own index file, but the files are similar with a great deal of overlap in content. The result is a series of directories with almost 3,000,000 files indexed. The directories, however, do not provide any information about the material located in the files.

Archie files are free through anonymous FTP. You can access an Archie server from your computer three different ways: (1) by using a gopher client such as the University of Utah Client connection, (2) by using telnet or (3) by using E-mail. The major problem with Archie is that it is extremely popular, making usage during peak hours difficult. If you find one Archie site busy or blocked, feel free to move on to another Archie server. Try to use the server located nearest to you for best results.

Archie Client

The University of Utah Archie is designed to use one central database for all the archive sites we know about, Archie greatly speeds the task of finding a specific program. Let's start our Archie session by logging on to the University of Utah.

Follow this Script:

telnet> **cc.utah.edu**
username: **libs**

Your screen should show the following:

```
                On-line services available through the Internet

1.      United States Library Catalogs
2.      Library Catalogs in other Systems
3.      Campus-wide Information Systems
4.      Databases and Information Services
5.      Wide-area Information Access Tools
6.      Information for first-time users of this program
```

Archie is a Wide-area Information Access tool

Locate and select (or type):
"the number for Wide Area Information Access Tools"

Now you'll see a list of the wide-area information access tools:

```
                    Wide-area Information Access Tools

1.      Archie
2.      Gopher
3.      Netfind
4.      Wide Area Information Server  (WAIS)
5.      WorldWideWeb  (W3)
```

Select **"the number for Archie"**

Do you want to connect now? (Y or N): type **y**

login: **archie**

archie> **set pager**

archie> **prog "your-subject"**
(Example: to find information on gardening, type **prog garden**)

Use the **<Space bar>** to move down a screen.

Type **q** to initiate another search.

Type **quit** to logoff.

Finish your search and log off the University of Utah server.

10-4

Let's try another gopher client search. One of the easiest methods of conducting an Archie search is to telnet and gopher into the Goddard Space Flight Center, using the same script as you did earlier for the Goddard gopher.

telnet> **gopher.gsfc.nasa.gov**
login: **gopher**

And you'll see the same Root gopher server screen:

```
                          Inte      Gopher Information Client 2.0

                         Root      er server: gopher.gsfc.nasa.gov

1.      Goddard Contact information.
2.      About this Gopher/
        ...
7.      US Government/
8.      Search/
9.      FTP archives/
10.     Virtual Reference Shelf/
11.     Non-NASA Gophers/
12.     testing/
```

Select **"the number for Search"**

And you'll see some different search techniques:

```
                          Internet Gopher Information Client 2.0

1.      Archie Manual
2.      Archie search FTP Archives/
3.      Jughead Server <?>
4.      Jughead.FAQ.
5.      Veronica search all gopher menus/
6.      Veronica.FAQ/
7.      WAIS search this gopher <?>
8.      WAIS indices of the world/
9.      World wide X.500 from InterNIC/
10.     X.500 gateway/
11.     x500.help.
```

Select **"the number for an Archie search of FTP archives"**

And you have a selection of ways to do an Archie search:

```
                          Internet Gopher Information Client 2.0

1.      Exact String <?>
2.      Substring search <?>
3.      Substring case-sensitive <?>
4.      Regular - expression <?>
```

Let's select **"Regular - Expression"**

And you get screen which asks what you want to search for:

```
                              Regular expression

Words to search for

[Cancel: ^G] [Erase: ^U] [Accept: Enter]
```

Our patron would like information about stadiums, and we would like to demonstrate the flexibility and muscle of Internet.

So, enter the word **Stadiums** at the prompt, and press **<Enter>**

And you will see a list of FTP files which have been indexed under **stadiums**:

```
                        Internet Gopher Information Client 2.0

1.      etext.archive.umich.ed:/pub/Quartz/baseball/stadiums.gz

2.      quartz.rutgers.ed:/pub/baseball/stadiums.gz

3.      ftp.wustl.ed:/doc/misc/sports/mlb/misc/stadiums.txt

4.      uceng.us.ed:pub/wuarchive/doc/misc/sports/mlb/misc/
                stadiums.txt
```

Archie Telnet

To use the Archie telnet, you first must have the address of the Archie you want to connect to (see Appendix B). Remember, these sites are all going to be fairly busy during the day, and you may have to try more than once to get connected. Follow the screens carefully after you make the connection. The first time you use one of these Archie servers, you might want to view the **Help** screens.

Script:

telnet> **"address-of-server"**
Login: **archie**
archie> **prog "your-subject"**

Commands

There are many commands available to the sophisticated Archie user, but these are the nine most useful commands that you can use during a telnet session:

prog	"prog" followed by text describes the subject information you are trying to locate.
set pager	Type before beginning a search. This will keep the screen from scrolling past at high speed.
mail	This command posts your search to the address you specify.
set search	Specifies the search terms **exact**, **sub**, and **regexp**. A command from this group sets the search type for the remainder of the session.
show search	Tells default or current search type.
quit	Terminates session

Archie E-Mail

If you don't have telnet or an Archie client, E-Mail is a simple method of producing an Archie search. It's an option that allows searching when Archie servers are busy, or if you aren't in a big rush to get results.

The E-mail commands are similar to those mentioned above. Do not use the subject line of the E-mail script.

Run your E-mail program and send a message:

To: **archie@archie.unl.ed**

Subject: **Leave this command blank !!!!!!**

Copy: **blank**

Use **Prog** to start the search.

If you anticipate a very large search result, use **Compress**.

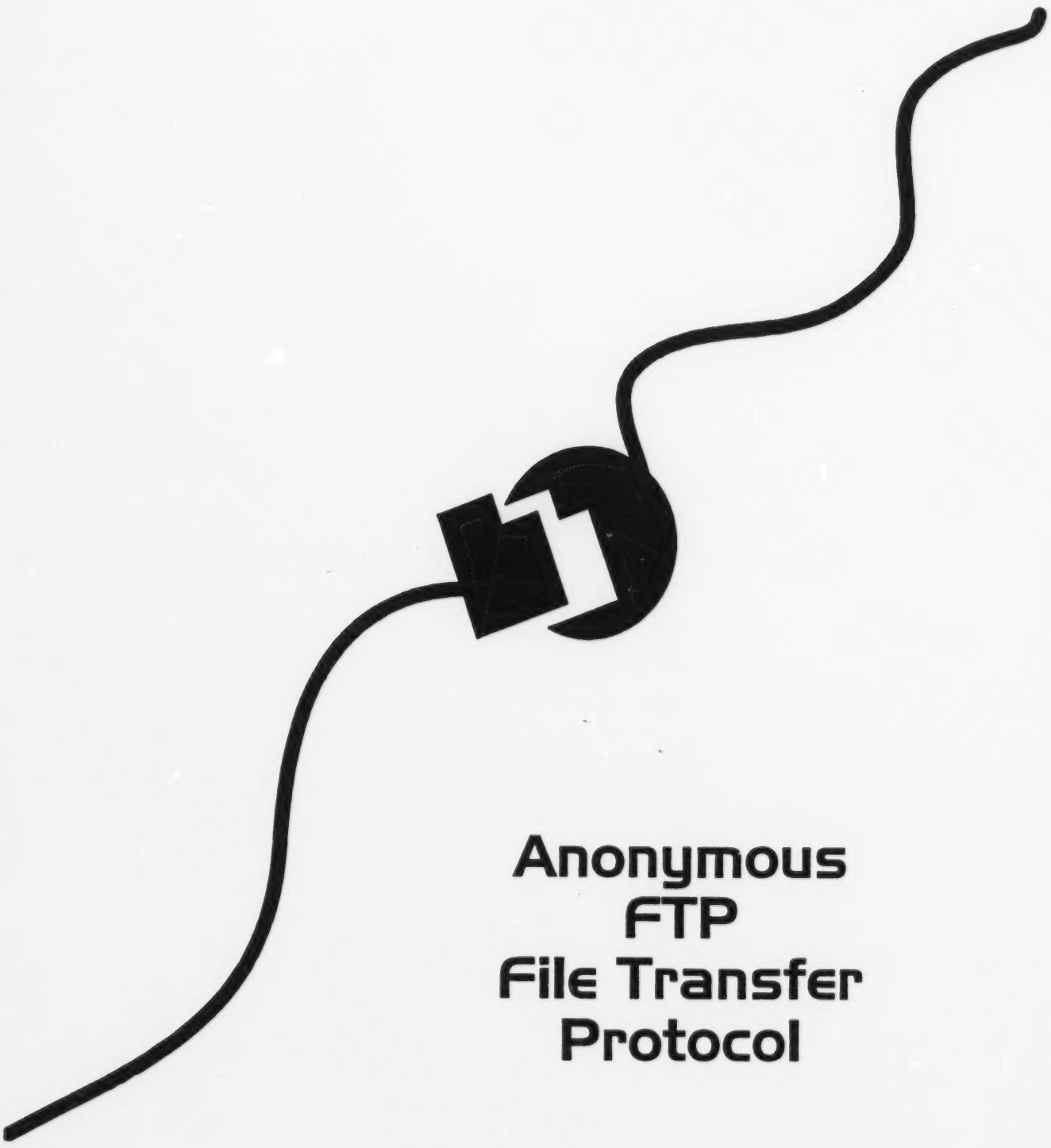
This condenses the file for mailing across Internet. It is an UNIX command, and the Archie sites expect incoming mail to be in UNIX expression format.

Path is the most vital command, because you must inform Archie where you want the search delivered. Usually this will be your E-mail address, but you can specify the E-mail address of a patron.

Here is how the message should appear:

Message:

prog your-subject
compress (optional !!!!)
path abc@def.lib
quit



Anonymous FTP File Transfer Protocol

Revised August, 1994

Anonymous FTP
(File Transfer Protocol)

FTP

Through anonymous FTP (File Transfer Protocol), you can find and download text files, graphic interface (GIF, i.e. pictures), shareware and public domain software. It allows you to log into thousands of computers around the world, browse through their public directories and download anything that you find of interest.

Visiting an FTP site is like going to the library and looking at the folders in their vertical file without being able to see what's in the folders...just the headings. You can then take a folder home and once you get home, you can open it up and see what you've got.

The trick is to get to those folders. You will need an FTP *address* and *path*. Once you start along the path, there will be lots of signs to guide you to the folder. FTP addresses and paths come from many sources (trade magazines, *Internet Yellow Pages*, Archie searches, etc.)

Be patient while working in FTP...you often have to wait for several seconds or up to a couple of minutes to connect, process a command, etc. Keep a paperback by your work station.

Take Note: When typing in commands, etc. use lower case letters except where Capital Letters are indicated. Also, when changing directories or downloading files, you must type the name of the file or directory exactly as it appears.

Let's pretend that you have a patron who wants a list of the NFL Football stadiums and their capacities. You located an FTP address that looks like this:

ftp.spies.com

This address is like an address to a library. It's where the vertical file is located.

You have a path that looks like this:

/Library/Article/Sports/stadium.lis

Each word in a path is like a sign to guide you to the final folder. This path will lead you step by step to the folder you want.

Here is a simple scripting method that will help you search FTP files for our example, the list of NFL Football stadiums.

Script
At the ftp> prompt type

ftp> **open ftp.spies.com**
Username: **anonymous**
Password: **"your E-Mail address as your password"**
(Example: Password: **jdoe@xyz.edu)**
ftp> **dir**

You will see something like this:

```
150 Opening ASCII mode data connection for /bin/ls.
total 25
drwxr-xr-x  2 9013        daemon   512 Jul 1 1993 .cap
drwxr-xr-x  4 9013        daemon   512 Jul 1 1993 About
-rw-r--r--  1 9013        daemon   791 Apr 6 1993 About_Gopher
drwxr-xr-x 13 9013        daemon   512 Jul 12 1993 Books
drwxr-xr-x  1 root        daemon   512 Jul  1 1993 Clinton
lrwxrwxrwx  1 root        daemon    12 Feb 26 07:02 Economic_Plan -> Gov/Econo
mic
drwxr-xr-x  4 9013        daemon   512 Jul 1  1993 Etext
lrwxrwxrwx  1 root        daemon    13 Feb 26 07:01 GAO_Reports ->Gov/GAO-Tra
ns
drwxr-xr-x 29 9013        daemon   1024 Feb  3 00:15 Gov
drwxr-xr-x 16 9013        daemon    512 Jul  1 1993 Library
```

You want to read your first sign along the path. In our example the first sign is Library. So type...

ftp> **cd Library**
ftp> **ls** (abbreviation for list)

Select the next sign, (Article)

ftp> **cd Article**

ftp> **ls** (for list)

Select the next sub-directory or the next sign (Sports)

ftp> **cd Sports**

ftp> **ls** (for list)

The next sign is *stadium.lis*. It is the last item in the path. And that is the clue which tells you that this is the folder (or file) you want to "get" and take home.

"Home" is any place on your computer system. It could be your E-mail address, your word processing document directory, or any other location on your system where you want the file. This is referred to in the example as "your-file-address".

Before "getting" your file, you should familiarize yourself with the section on "Getting" Different File Types, which follows on the next page.

Now, let's "get" our **stadium.lis** file.

When ftp> appears, type:

get stadium.lis "your-file-address-filename"

(with one space between each of the elements)

The elements being:

Command

(get)

File name and extension

(stadium.lis)

The address and filename where the file should be delivered

(your-file-address-filename)

What you type in may look like this if you were bringing it into a WordPerfect document on your C: drive:

get stadium.lis C:\wpdos51\name-it.wp

(where *stadium.lis* is the FTP file, and the rest is the drive letter and directory path for your word processing files, with *name-it.wp* being designated as the new file name.)

FTP will transfer the file to your computer under that file name.

After the file has been transferred to your Wordperfect file you'll see:

```
200 PORT command successful.
150 Opening ASCII mode data connection for stadium.lis (2130 bytes).
Transferred 2161 bytes in 0 seconds (2.110 Kbytes/sec)
226 Transfer complete
ftp>
```

To exit, type **bye** at the ftp> prompt and you will disconnect from the server.

You can then log into your WordPerfect directory and pull up the document and read it.

◆ Hot Tip

When you know the entire path and name for an FTP file (as we did in our example), there is a quick way for you to "get" the document.

ftp> **open ftp.spies.com**
Username: **anonymous**
Password: **"your E-Mail address"**

ftp> **get /Library/Article/Sports/stadium.lis "your-file-address-file-name"** (all in one step!)

ftp> **bye**

"Getting" Different File Types

There are two kinds of files – those that are ASCII (American Standard Code for Information Interchange) and those that are binary. ASCII files are text files and usually have the extension .TXT and sometimes .DOC at the end of the file name. Binary files are usually non-text files, and may have many different extensions.

When you go to "get" FTP files that are binary, before you do the "get" command at the FTP> prompt:

type **binary** and press **<Enter>**

A little "i" will appear. Now you can go ahead and do the "get" at the FTP> prompt. (See preceding instructions.)

To return to text (or ASCII) format, type:

FTP> **ascii** and press **<Enter>** before the "get" command.

In addition to being binary, some files are compressed to save space. In order to view them, you will have to have decompressing programs loaded on your computer. The extensions (.zip, .gz, etc.) at the end of the file names tell you how they were compressed. Each extension will require it's own decompressing program.

For example, in order to get (and be able to read) a file named disney.zip, here's what you'll have to do.

FTP> **binary** (to change to binary format if in ACSII)
FTP> **"get the file"** (see "get" instructions starting on page 11-5)

Once you have the file, you'll have to decompress it. To do this, you must have a pkunzip program on your computer. At the C:> prompt type:

C:> **pkunzip path\filename.zip**

This will replace the compressed file with the decompressed file.

To decompress a file named disney.gz, you'll have to have a gzip program loaded.

To decompress a file named disney.hqx, you'll have to have a BinHex program loaded. You get the idea.

Files that end in .gif are picture files that require a VGA graphic card and monitor as well as a GIF viewing program, such as Graphic Works.

.exe files are executable files that launch programs. They are self extracting files. This means that you just put them in their own subdirectories and type the file name. The files will "self extract".

.com files are command programs that launch programs.

Here are a list of the of some of the extensions that appear at the end of file names and examples of the programs that you need to decompress them.

Extension	Decompressing Program
.ARC	arc602.exe
.ARJ	arj241.exe
.Hqx	xbin23.zip
.LZH	lha255.exe
.zip	pkunzip
.tar	tar.zip
.uue	any of several uuencode/uudecode programs
.zoo	zoo210.exe
.z	gzip (gunzip)
.Z	uncompress
.gz	gzip-1.2.4.msdos.exe

To find the decompression programs so that you can load them on your computer and decompress files etc., here's what you can do. Do Veronica Searches for the programs that you need. You can search for them by name. For example, you can do a Veronica Search for the word "pkunzip". Find programs that are compatible with your computer and then obtain the programs via anonymous FTP.

Some programs are Freeware. This means that they are free. Some programs are Shareware. This means that you will need to pay a little something to use them – *usually $25.00 - $65.00.*

WWW
World Wide Web

Revised August, 1994

WWW
(World Wide Web)

World Wide Web (WWW) combines **all** of the features of the Internet previously mentioned, allowing access to information through any point along the Internet Highway. World Wide Web, like Gopher, is also an interactive information system used to browse Internet resources. Web servers use the Hypertext Transport Protocol (HTTP) to allow access to Hypertext Markup Language (HTML) documents.

In order to easily access the Web, you will need a Web Browser. All Browsers function in a Windows environment. If you have Windows, you can also use Windows environment gopher clients, Telnet, Archie, FTP, and WAIS. These Windows environment programs are more user friendly than those that are DOS based.

Internet Computer Hardware/Software Configurations:

What follows are recommendations for those libraries who are thinking of obtaining a Web Browser and other Windows environment programs.

These minimum and recommended configurations for hardware and software are based on market standards available in the third quarter of 1994. Anything less than these configurations will be obsolete in less than a year.

Minimum PC Configuration: For basic DOS use of FTP, Telnet, Gopher, E-mail access.

Hardware:

Computer:	33MHz 486 DX2
Memory:	8 MB RAM
Hard Drive:	200-350 MB
Monitor:	14" SVGA
Diskette Drive:	1.44 MB

Communications:

Ethernet Card:	10baseT RJ45
Internet Connection via 56KB Router:	Cisco 2500 attached to a 56KB CSU/DSU

Software:

Operating system	MS-DOS version 5.0 or later
TCP/IP	Clarkson University TCP/IP Package

Printer:

Any matrix convenience printer for DOS

Recommended PC Configuration: For use of FTP, Telnet, Gopher, Archie, Newsreader, E-mail, plus additional use of Web Browser functions (graphic images and movies) and increased speed of operation, with ability to run several programs at once

Hardware:

Computer:	66 MHz 486 DX4 or higher
Memory:	16 MB RAM
Hard Drive:	500 MB
Monitor:	15" SVGA (1024 X 768)
Diskette Drive:	1.44 MB
Graphics Card:	2MB VRAM

Communications:

Ethernet Card:	10baseT RJ45
Internet Connection via T1 VPC Router:	Cisco 2500 attached to a T1 CSU/DSU

Software:

Operating system:	MS-DOS version 6.2 or later Windows 3.1 or later with a 32 bit extension
TCP/IP:	Novell LAN Workplace TCP/IP Package

Printer:

HP4p LaserJet printer or better for Windows

Options:

CD-ROM:	Double speed
Scanner	

Discussion:

Buy at least a 486 computer, because that is the minimum for which virtually all software programs are currently designed. Windows is also a standard for software. The processor should be the speediest you can afford. The slower the speed, the sooner your computer will become obsolete. The absolute minimum computer processor memory needed, for Windows, is eight MB (16 is recommended), or you will be severely handicapped and your software will run more slowly or, at times, not at all. There is no point in buying a monochrome monitor, as virtually all software programs are designed to take advantage of color monitors.

Front End Packages:

You will need a front end package so that you'll be able to FTP, Telnet, browse the Web, etc. There are two ways you can go. You can purchase a commercial product such as Chameleon. It costs about $400 now, but the price should come down. It includes Telnet, FTP, Gopher, Simple Mail-Transfer Protocol, TN3270 etc. Or, you can obtain Shareware or Freeware products via anonymous FTP. Freeware means just that, the product is free. Both Cello and Mosaic (Web Browsers) are Freeware. Shareware means that you pay a little something (usually $25 - $65).

Here are some of the software programs you may want to have on your computer. They all presume the ability to run Windows. There are many, many programs available. Here are just a few of those.

Internet Clients

Novell LAN Workplace	Commercial	TCP/IP package
wstelnet (EWAN, WS3270)	Freeware	Telnet client
ws_ftp.zip	Freeware	FTP client
wsarchie.zip	Freeware	Archie client (works in conjunction with ws_ftp.zip)
wsgopher	Freeware	Gopher client
WinVN	Freeware	Usenet Newsreader
NCSA mosaic wmos20a6.zip	Freeware	A Web Browser (also requires win32s.zip to run)

E-Mail:

Pegasus mail client for Windows
Mercury mail server for Novell

Administrative Tools:

Novell LAN Workplace (LWP) IP resolver and additions
WSPing
WSFinger
PKzip functions

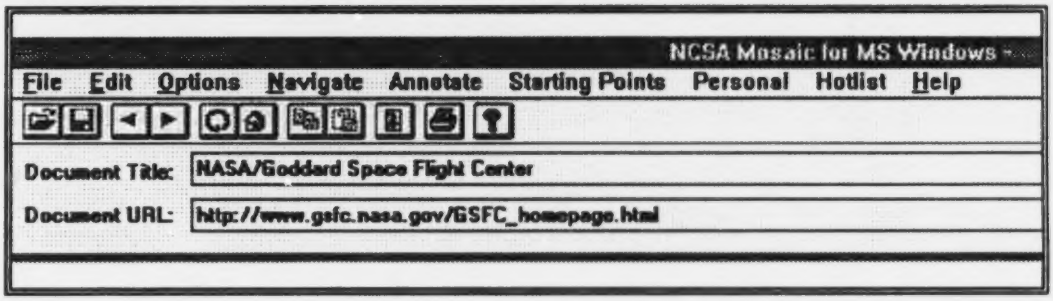
Windows Mosaic

Mosaic is probably the most popular of the WWW client programs used to communicate with WWW servers. Developed by a team of programmers at the University of Illinois National Center for Supercomputing Applications, Mosaic puts a hypertext (non-linear writing) interface on many of the Internet's resources. This means you can move around on the Net just by clicking on items that interest you.

Mosaic is a Windows-based tool. It will be easier to use a mouse to click on a button or menu item than to type in the command. The screen examples in this section will look like your actual Windows screens.

What is a URL?

Every resource on the Internet has a **URL** (Uniform Resource Locator). This is the resource's "address". On the following screen you will see what a typical URL looks like.


NCSA Mosaic for MS Windows
File Edit Options Navigate Annotate Starting Points Personal Hotlist Help
Document Title: NASA/Goddard Space Flight Center
Document URL: http://www.gsfc.nasa.gov/GSFC_homepage.html

The box labeled "Document Title:" lets you know that you are connected to the NASA Goddard Space Flight Center. The URL is located in the box labeled "Document URL:". In this example it is **http://www.gsfc.nasa.gov/GSFC_homepage.html**.

The part of the URL to the left of the colon tells you what method of access you need to use to view or retrieve the resource. The "http" means that you are connecting to a Web Server. If the address looked like this: **gopher://abc.xyz.org**, you would be connecting to a Gopher Server. If the address looked like this: **telnet://xyz.abc.org**, you would be connecting to a Telnet Site. The part of the URL to the right of the colon tells you the path to the specific resource. The information between the double slash (//) and the first slash (/) is usually the address of a specific host.

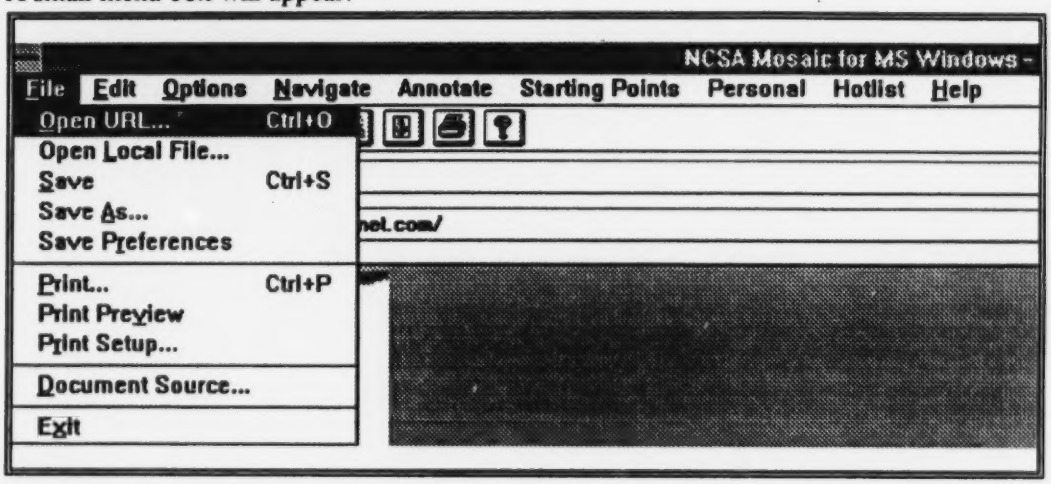
Opening a URL

In order to go to a specific resource, you need to "open a URL".

To do that:

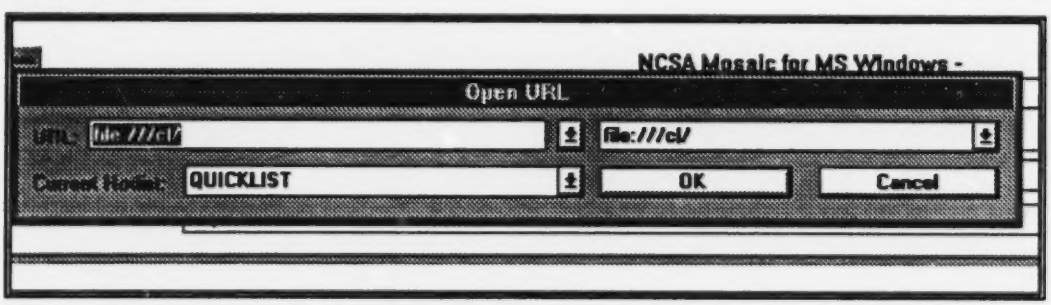
Click on **<File>** in the upper left hand corner of your screen.

A small menu box will appear:



Now click on **<Open URL>**.

And you will see:



Delete **"whatever is in the box labeled URL:"**.

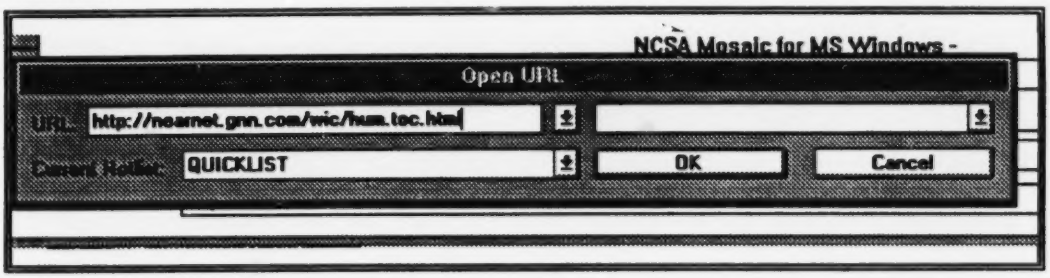
In this example you would delete **"file:///c|/"**

12-8

Now you are ready to type in the address (URL) of the resource you want to access. Let's locate the Arts and Humanities Section of the *The Whole Internet Calalog*. Its URL address is **http://nearnet.gnn.com/wic/hum.toc.html**.

Type **"that address"** and click on **<OK>**

Like this:



Here are some addresses (URLs) that will take you to some interesting places to just browse for information. Remember, when you are typing in an address, it is very important to use capital letters where they are shown. If you don't, it won't work.

The WWW Virtual Library by Subject at the Goddard Space Flight Center.
http://info.cern.ch/hypertext/DataSources/bySubject/Overview.html

Dixie College
http://sci.dixie.edu/

University of Utah
http://www.cc.utah.edu/HTML_Docs/UofU_Home.html

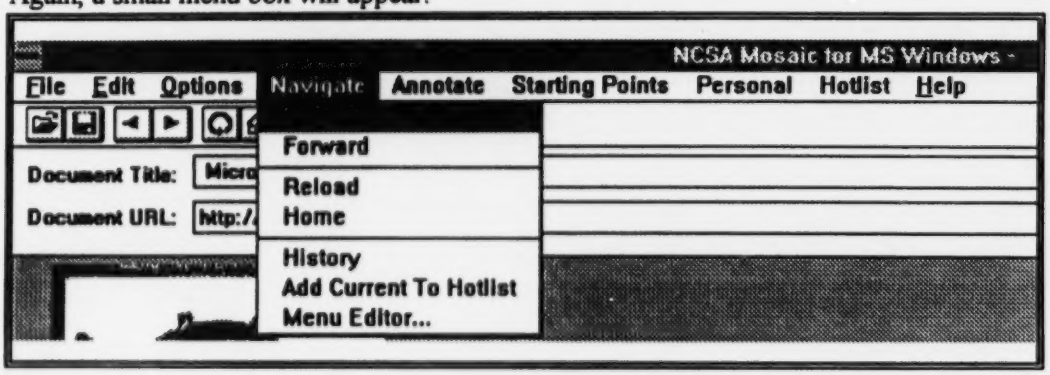
The Whole Internet Catalog at GNN
http://nearnet.gnn.com/wic/newrescat.toc.html

Adding an Address (URL) to a Hotlist

When you find something that is of interest to you that you want to go back to again and again, you can add that resource to a **Hotlist**. A Hotlist will let you automatically login to virtually any Internet resource.

To put a resource on a Hotlist:
go to the top of the screen and click on **<Navigate>**

Again, a small menu box will appear.



Now click on **<Add to Current Hotlist>** ... And, it's done!

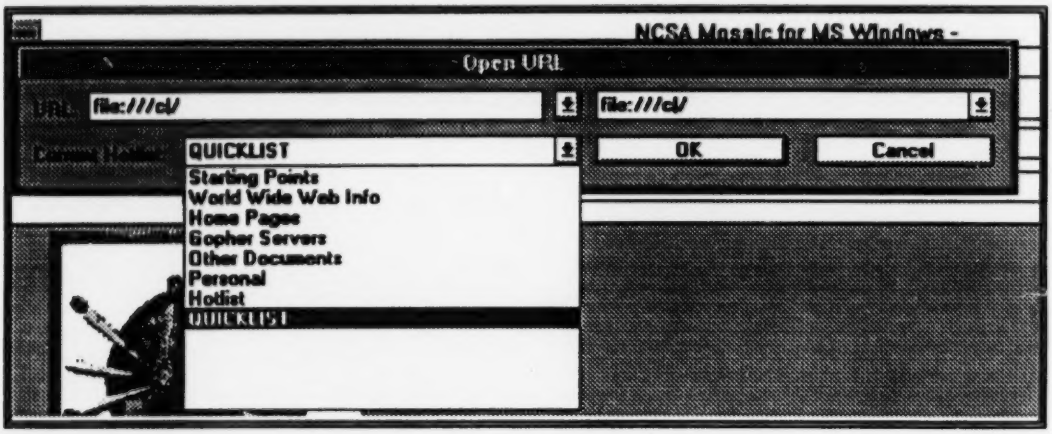
You can have several Hotlists at the same time with different resources in them. Want to see your Hotlists?

Click on **<File>**
Now click on **<Open URL>**

"Current Hotlist" is the one you have chosen to currently view, add to, delete from, etc. Everyone's Hotlists will be different!

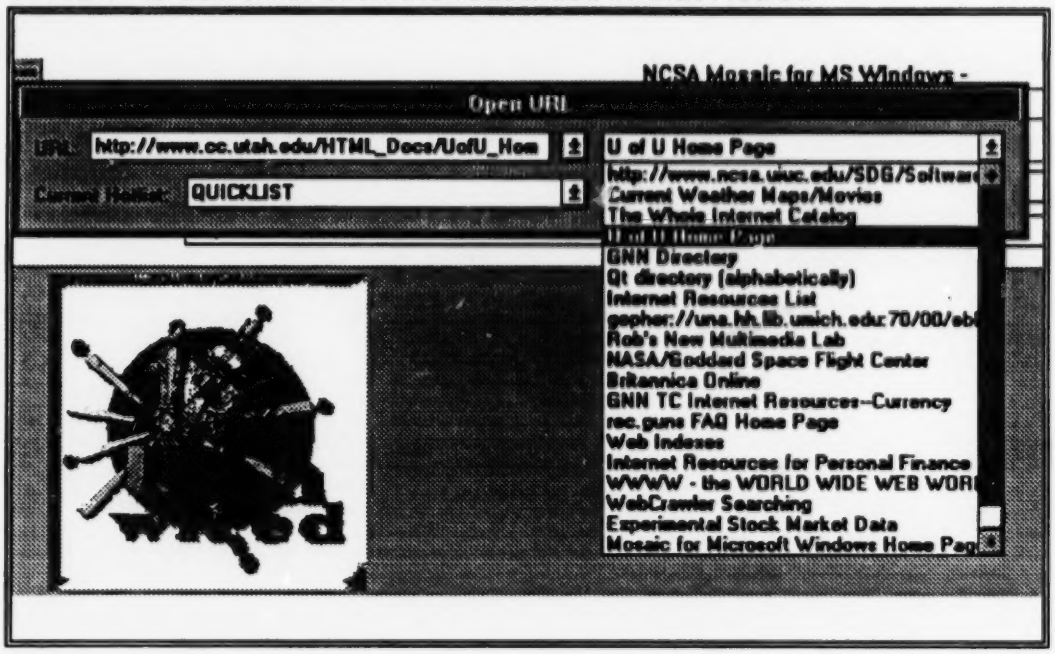
To view your various Hotlists, click on **"the little arrow to the right of the box labeled <Current Hotlist:>"**

As shown in the example below, a list of all of your Hotlists will appear on a menu.



Click on **"any one of the Hotlists on the menu"**, and it will appear in the box labeled **<Current Hotlist:>.**

Then click on **"the little arrow in the top right hand corner of the screen"** to see a list of all the resources in that Hotlist.



BEST COPY AVAILABLE

Click on **"a particular resource"**, (such as U of U Home Page on the example screen), and it will appear in the box in the upper right hand corner of the screen.

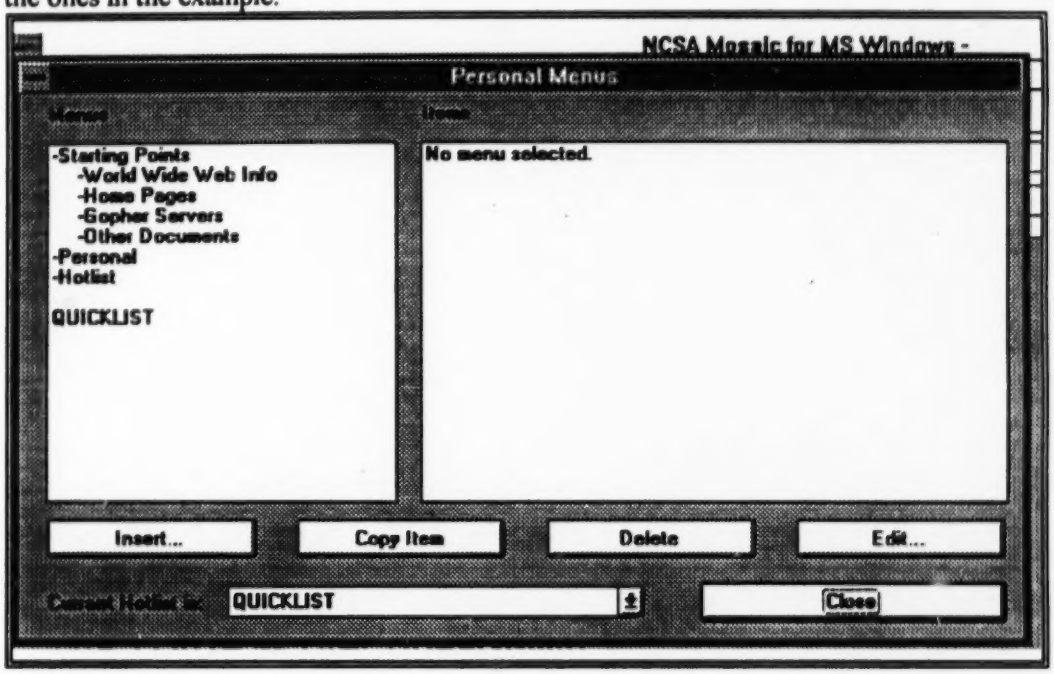
Then click on **<OK>** to go to that resource.

Editing Hotlists

If you want to edit your Hotlists, here's what you do.

Click on **<Navigate>** then on **<Menu Editor>**

This is the screen that will appear. Remember, your Hotlists will probably be different than the ones in the example.



You can change the Current Hotlist here too. You can delete resources, insert items, or copy an item. You can even create a new Hotlist by clicking in the blank space in the **Menus** box.

On the example screen above, you would click **"just under the word Hotlist"**.

In the box labeled **Items** the words, **Click insert to add a toplevel menu**, will appear. Click on **<Insert Button>** at the bottom of the page.

Now delete **"whatever is in the box labeled Title"**.

Type in **"the name"** you want your new Hotlist to have.

Click on **<OK>**.

That title will now appear as a choice at the top of your screen!

You can delete an item by clicking on **"that item"**, then clicking on **<Delete>**.

When you are through editing, just click on **<Close>**.

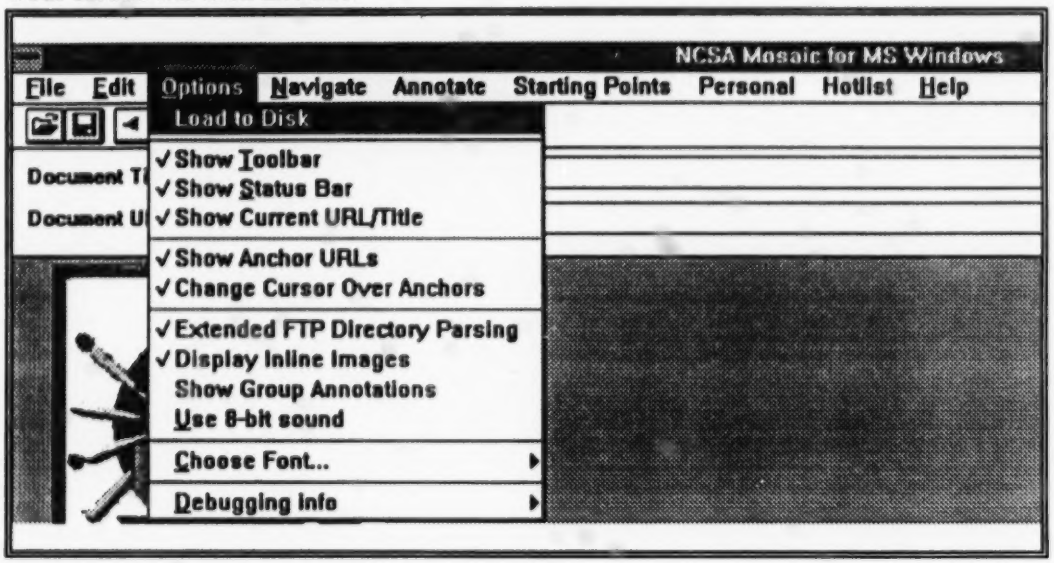
Saving a Document to a File

When you find a document and you want to save it to a file on your computer, here's what you do.

Go back to the screen just before the document that you want.

Click on **<Options>** at the top of that screen.

Your screen will look like this:



Now click on**<Load to Disk>**.

A little check mark will appear to the left of **<Load to Disk>**, and the menu box will disappear. Now go back to the document that you want to save. A screen will appear asking you where you want it.

Type in the **"needed information"**.

When you are through getting the document that you want, be sure to click on **<Options>** again, then click on **<Load to Disk>** to unselect this option. The little check mark will disappear.

Making the Images Disappear

Are the images taking so long to load that you're out of patience waiting?

Click on **<Options>** at the top of the screen.

Now click on **<Display Inline Images>**.

The little check mark to the left of **<Display Inline Images>** will disappear (and so will the images).

Want to see the images again?

Click on <Options>

and then on **<Display Inline Images>**.

The check mark will appear again.

Searching the Web

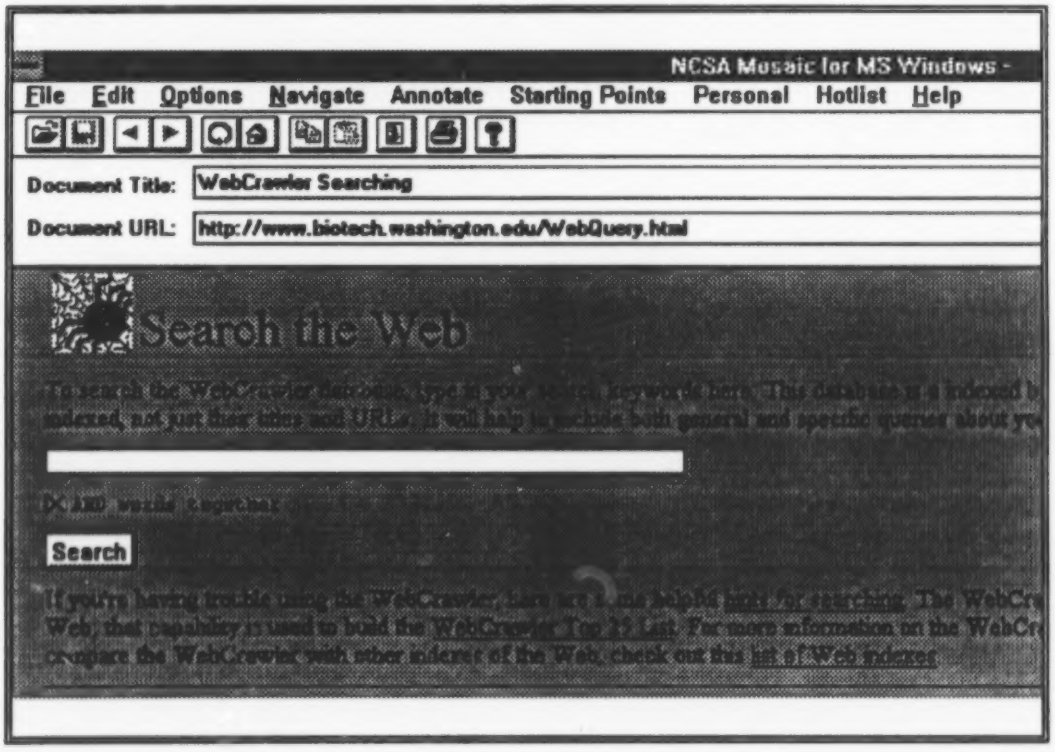
If you are looking for a specific topic that you can't find any information about, you can search the Web by key word. Here are some addresses:

Webcrawler
http://www.biotech.washington.edu/WebQuery.html

World Wide Web Worm
http://www.cs.colorado.edu/home/mcbryan/WWWW.html

WWW Nomad
http://www.rns.com/www_index/intro.html

Let's go to the Webcrawler, and we'll see a screen like this:


NCSA Mosaic for MS Windows -
File Edit Options Navigate Annotate Starting Points Personal Hotlist Help
Document Title: WebCrawler Searching
Document URL: http://www.biotech.washington.edu/WebQuery.html
Search the Web
Search

BEST COPY AVAILABLE

Just type in **"the topic"** that you are searching for in the space provided. You can type in whatever you are interested in, such as:

"weather" or **"stock market"** or **"quilting"**.

Now click on **<Search>**.

A list of resources that have the word(s) you want in them will appear.

Click on **"one of them"** to go that resource.

Appendices

Revised July, 1994

Appendix A
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Appendix B
Public Catalog Internet Addresses

Here are a list of some of the major public libraries in the United States and Canada, with their telnet address and log on script.

Major Public Libraries in the United States

Atlanta-Fulton Public Library
Opac: CARL
Telnet: **pac.carl.org**
Logon: Type **pac**
Select **vt100**
Select **Other Library Systems**
Select **Atlanta Public Library**
Logoff: type **//exit**

—

Boston Public Library
via Boston Library Consortium
Opac: CARL
Telnet: **blc.lrc.northeastern.edu**
Logon: Select **BLC**
Select **VT100**
Logoff: Type **//exit**
Note: Currently contains only serial holdings

—

Carnegie Library of Pittsburgh
Telnet: **clp2.clpgh.org (192.204.3.2)**
Logon: Username: type **catalog**
Select **VT100**
Logoff: Type **quit**

Carver County Public Library
Opac: DRA
Telnet: **carver.lib.mn.us**
Logon: type **search**
Logoff: type **quit**
Note: Keyword searching is not available

—

Chicago Public Library
via Illinet
Telnet: **illinet.aiss.uiuc.edu**
Logon: type **b** and press **<Enter>**
Select **Illinet (1)**
Select **IOMENU (3)**
Hit **<Tab>** and type **CPL** (or **45**)
Logoff: Type **m** then type **x** twice

—

Dakota County Public Library
Opac: Dynix
Telnet: **dakota.lib.mn.us**
Logon: type **library**
Logoff: from main menu
Note: Community Resource database, local newspaper index

—

Denver Public Library
Opac: CARL
Telnet: **pac.carl.org**
Logon: Login: type **pac**
Select **vt100**
Select **Denver Public Library**
Logoff: type **//exit**

—

Detroit Public Library
Opac: Notis
via DALNET
Telnet: **cts.merit.edu (35.1.48.149)**
Logon: Which host? type **wsunet**
Type **vt100**
Type **luis**
Type **luis**
Logoff: Type **stop** then **logoff**

—

Hartford Public Library
Opac: CARL
Telnet: **pac.carl.org**
Logon: Login: type **pac**
Select **vt100**
Select **Other Library Systems**
Select **Capitol Region Library Council**
Select **Hartford Public Library**
Logoff: type **//exit**

—

Houston Public Library
Opac: CARL
Telnet: **pac.carl.org**
Logon: Login: type **pac**
Select **vt100**
Select **Other Library Systems**
Select **Houston Area Library Automation Network**
Select **Houston Public Library**
Logoff: type **//exit**

—

Los Angeles Public Library
Opac: CARL
Telnet: **pac.carl.org**
Logon: Login: type **pac**
Select **vt100**
Select **Other Library Systems**
Select **Los Angeles Public Library**
Logoff: type **//exit**

—

Multnomah County Library
Opac: Dynix
Telnet: **192.220.128.20**
Logon: Type **fastcat**
Logoff: Press **<Ctrl T>**
Site: Portland, OR

—

New York Public Library
Telnet: **nyplgate.nypl.org (149.123.1.2)**
Logon: Login: type **nypl**
Select **1**
Logoff: Type **Q** then exit from main menu
Note: Access to NYPL Dance Collection, Research Libraries Catalog, MILCS Regional Catalog

—

Orem Public Library
Opac: Dynix
Telnet: **orem.lib.ut.us**
Logon: **catalog** (lower case letters only)
Select **3**
Logoff: Select **Logoff**

—

PORTALS - Portland Area Library System
Telnet: **portals1.lib.pdx.edu** or **131.252.129.60**
Logon: None
Logoff: Type **q**
Note: Joint venture of public and private libraries in Portland, OR

—

Provo Gopher
Opac: Dynix
Telnet: **pcs835.provo.edu**
Logon: **student**
Logoff: type **q** and press **<Enter>**

—

Ramsey County Public Library
Opac: Dynix
Telnet: **ramsey.lib.mn.us**
Logon: type **library**
Logoff: from main menu
Note: Community Resource database

—

Salt Lake City Public Library
Telnet: **slcpl.slcpl.lib.ut.us**
Logon: Login: **citycat**
Terminal: **vt100**
Logoff: **exit**

—

Scott County Public Library
Opac: DRA
Telnet: **scott.lib.mn.us**
Logon: type **library**
Logoff: type **quit**
Note: Keyword searching is not available.

—

Seattle Public Library
Opac: Dynix
Telnet: **spl.lib.wa.us (192.137.180.2)**
Logon: Login: type **library**
Select **vt100**
Logoff: from main menu
Note: Community information, selected internet resources

—

Washington County Public Library
Opac: Dynix
Telnet: **wcm.washington.lib.mn.us**
Logon: type **library**
Logoff: from main menu

Canadian Public Libraries

Ottawa Public Library
Opac: DRA
Telnet: **ottlib.carleton.ca (134.117.1.28)**
Logoff: Hit **<Ctrl Z>** then select **exit**

—

Regina Public Library
Opac: Geac
Telnet: **opc.rpl.regina.sk.ca (192.197.209.10)**
Logoff: Type **end**

—

Saskatoon Public Library
Opac: DRA
Telnet: **charly.publib.saskatoon.sk.ca (192.197.206.1)**
Logon: Username: type **public**
PAC>>: type **pac**
Logoff: type **exit** then **quit**

—

Vancouver Public Library
Opac: Dynix
Telnet: **vpl.vancouver.bc.ca (134.87.100.1)**
Logon: login: type **netpac**
password: type **netpac1**
Select **vt100**
Logoff: from main menu
Note: Community information, city council minutes, consumer index
Quick reference file (superb!!)

Appendix C
Archie Telnet Site Addresses

archie.sura.net	128.167.254.179	(USA [MD])
archie.unl.edu	129.93.1.14	(USA [NE])
archie.ans.net	147.225.1.2	(USA [NY])
archie.rutgers.edu	128.6.18.15	(USA [NJ])
ds.internic.net	198.49.45.10	(AT & T)
archie.au	139.130.4.6	(Australia)
archie.edvz.uni-linz.ac.at	140.78.3.8	
archie.unvie.ac.at	131.130.1.23	(Austria)
archie.funet.fi	128.214.6.100	(Finland)
archie.th-darmstadt.de	130.83.128.111	(Germany)
archie.kuis.kyoto-u.ac.jp	130.54.20.1	(Japan)
archie.wide.ad.jp	133.4.3.6	(Japan)
archie.sogang.ac.kr	163.239.1.11	(Korea)
archie.nz	130.195.9.4	(New Zea)
archie.inesc.pt	130.193.0.153	(Portugal)
archie.luth.se	130.240.18.4	(Sweden)
archie.ncu.edu.tw	140.115.19.24	(Taiwan)
archie.doc.ic.ac.uk	146.169.11.3	(UK/Ireland)
archie.hensa.ac.uk	129.12.21.25	(UK/Ireland)
archie.cs.huji.ac.il	132.65.6.15	(Israel)

Appendix D
Library Bill of Rights

Access for Children and Young People to Videotapes and Other Nonprint Formats

An Interpretation of the Library Bill of Rights

Library collections of videotapes, motion pictures, and other nonprint formats raise a number of intellectual freedom issues, especially regarding minors.

The interests of young people, like those of adults, are not limited by subject, theme, or level of sophistication. Librarians have a responsibility to ensure young people have access to materials and services that reflect diversity sufficient to meet their needs.

To guide librarians and others in resolving these issues, the American Library Association provides the following guidelines.

Article V of the **Library Bill of Rights** says, "a person's right to use a library should not be denied or abridged because of origin, age, background, or views."

ALA's **Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights** states:

> The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.
>
> ...[P]arents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and

child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Policies which set minimum age limits for access to videotapes and/or other audiovisual materials and equipment, with or without parental permission, abridge library use for minors. Further, age limits based on the cost of the materials are unacceptable. Unless directly and specifically prohibited by law from circulating certain motion pictures and video productions to minors, librarians should apply the same standards to circulation of these materials as are applied to books and other materials.

Recognizing that libraries cannot act in loco parentis, ALA acknowledges and supports the exercise by parents of their responsibility to guide their own children's reading and viewing. Published reviews of films and videotapes and/or reference works which provide information about the content, subject matter, and recommended audiences can be made available in conjunction with nonprint collections to assist parents in guiding their children without implicating the library in censorship. This material may include information provided by video producers and distributors, promotional material on videotape packaging, and Motion Picture Association of America (MPAA) ratings if they are included on the tape or in the packaging by the original publisher and/or if they appear in review sources or reference works included in the library's collection. Marking out or removing ratings information from videotape packages constitutes expurgation or censorship.

MPAA and other rating services are private advisory codes and have no legal standing*. For the library to add such ratings to the materials if they are not already there, to post a list of such ratings with a collection, or to attempt to enforce such ratings through circulation policies or other procedures constitutes labeling, "an attempt to prejudice attitudes" about the material, and is unacceptable. The application of locally generated ratings schemes intended to provide content warnings to library users is also inconsistent with the **Library Bill of Rights**.

*For information on case law, please contact the ALA Office for Intellectual Freedom.

See also: **Statement on Labeling and Expurgation of Library Materials: Interpretations of the Library Bill of Rights**.

Adopted June 28, 1989, by the ALA Council; the quotation from **Free Access to Libraries for Minors** was changed after Council adopted the July 3, 1991, revision of that Interpretation.

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